

ADDITIONAL USE/CHANGE REQUEST TO CURRENT LEASE

School _____	Organization _____	Date of Request _____
Person Responsible _____ (_____) _____	Business Telephone # _____ (_____) _____	Emergency Telephone # _____
Address _____	City _____	State _____ Zip Code _____

Request the use of the following additional:

_____ Date(s) _____ Day(s) _____ From _____ (AM/PM) TO _____ (AM/PM)
Space(s)

_____ Date(s) _____ Day(s) _____ From _____ (AM/PM) TO _____ (AM/PM)
Space(s)

For the purpose of: _____ Expected No. of Attendants: _____

Request change. New use as follows:

_____ Date(s) _____ Day(s) _____ From _____ (AM/PM) TO _____ (AM/PM)
Space(s)

_____ Date(s) _____ Day(s) _____ From _____ (AM/PM) TO _____ (AM/PM)
Space(s)

Do you plan to operate during school breaks or legal holidays on the above days & hours requested? If so, please specify in details:

which school break(s)? _____

which legal holiday(s) _____

Do you need: **Heat?** Yes ___ (heat will be provided and charged based on the hours you are in the building).
Cooling? Yes ___ (cooling will be provided and charged based on the hours you are in the building).
Our help in gaining access to the leased space? Yes ___ No ___ If no, how do you intend to access the leased space?

Do you need other services? Yes ___ No ___ If yes, please specify what services are needed: _____

This completed application must be received by the Property Management Office, MS 23-310, Seattle Public Schools, PO Box 34165, Seattle, WA 98124-1165, at least **TEN (10) WORKING DAYS** prior to the event. Questions should be directed to (206) 252-0633; fax (206) 252-0632. Please note that this application does not constitute final approval and the additional use is not automatically guaranteed. If final approval is granted, applicable direct and indirect costs will be assessed for costs incurred due to this request. Tenant agrees to promptly reimburse the District upon receipt of an invoice and that all terms and conditions of the existing lease agreement apply to all additional and changes in use.

AGREED: _____
Lessee's Signature _____ Lessee's Printed Name _____ Date _____

Principal's Comments

Approved: Yes ___ No ___ _____
Principal's Signature _____ Date _____ Property Management Office _____ Date _____