

Division of Adult and Career Education

REQUEST FOR BRANCH LOCATIONS - PUBLIC SCHOOL (USE PERMIT)

Date: _____

To provide housing for educational activities, I request the establishment of the following Branch Location:

1. Name of Branch Location _____

2. Address _____ Telephone _____

3. Person employed by facility to contact regarding permit: Address if different from Branch Location:

4. Effective date from _____ to _____

5. All classes listed below are from the "Catalog of Authorized Subjects for Community Adult Schools and Occupational Centers" and are in compliance with existing Board of Education policy.

Course Number	Course Title	Instructor in Charge	Room #	Day of Week	Clock Hours

Comments: _____

USE PERMIT

Permission to use the above named facility for the designated time, is hereby granted.

Authorized Facility Administrator

Title

Principal

Adult School or Center

APPROVED:

Facilities Operations Unit

Date

Procedures:

1. Send only the original completed Use Permits to the Division to the Division of Adult and Career Education (School Facilities Operations Unit).
2. To establish branch locations, please send Use Permits at least three weeks prior to the effective date of class.
3. A request is required per school year.

