



LAS CRUCES PUBLIC SCHOOLS

Internal Facility Use Form (KF-E3)

Date Submitted:

Use of this form is to be used by school activities after 6pm, Monday through Friday of the school calendar only. This form is to be used when requesting HVAC needs for events scheduled outside of the District Energy Education Guidelines. All other facility requests must complete the Facility Use Form (KF-E1) posted on the LCPS Website. Please FAX **(523-5666)**, hand carry or send through school mail to ***Physical Plant Department (PPD)*** five (5) days before the event. *All schools/departments who do not submit their requests within the timeline may be charged the overtime fee of the energy management technician.*

Complete the following information:

Date of Use:

School:

Room/Location:

Event:

Times:

Starting Time:

Ending Time:

Contact Person:

Fax Number:

School Phone Number:

Late EMS Fees

\$ _____

____ hrs ____ date

Principal's Signature

Date