

[Insert]
[Your Organization's
Letterhead]

To:

[Principal's Name]

[School Name]

[School Address]

[City, State, ZIP Code]

Subject: [Request to Use School Facilities for Event Name]

Dear [Principal's Name],

I hope this letter finds you well. My name is [Your Name], and I am writing on behalf of [Your Organization], a non-profit organization dedicated to [briefly describe your organization's mission or activities]. We are planning to host an event titled [Event Name] and would like to respectfully request the use of your school's facilities for this purpose.

Event Details:

Date: [Specific Date]

Time: [Start Time] to [End Time]

Rooms/Spaces Requested: [Auditorium, Gymnasium, Classrooms, Outdoor Areas] Equipment Needed: [Projectors, A/V Gear, Microphones, Tables, Chairs]

The purpose of our event is to [Explain the purpose of the event and its relevance to the community]. We anticipate an attendance of approximately [number] individuals, and the event will be free and open to the public.

We are committed to ensuring that our event complies with all school policies, including the requirement to provide evidence of liability insurance. We will secure the necessary insurance coverage and will name the school district as an additional insured party. For coordination purposes, please feel free to contact me directly at [Your Phone Number] or [Your Email Address]. We would be more than happy to meet in person or discuss any additional details by phone.

Thank you for considering our request. We greatly appreciate your support and the opportunity to use your facilities to benefit our community. We look forward to your positive response.

Sincerely,

[Your Full Name]

[Your Position]

[Your Organization's Name]

[Your Contact Information]