



Georgia Avenue Campus

3600 Georgia Avenue, NW
Washington, DC 20010
(202) 667-4446 (Grades 5-8)

Kansas Avenue Campus

4501 Kansas Avenue, NW
Washington, DC 20011
(202) 706-5828 (Grades PK-4)
(202) 706-5838 (Grades 9-12)

info@elhaynes.org
www.elhaynes.org

Facility Access and Usage Application

Date of Request

Name of Organization:

Contact Name:

Contact e-mail:

Phone:

Type of Request:	ELH Group	Other School	ELH Staff	For Profit	Non-Profit Tax ID #
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Organization Mission:
Include purpose of the event

Date of Request:

Start Time:

End Time:

Facility Requested:

KS Ave

GA Ave

Gym

Gym

Field

Roof

Cafeteria

Cafeteria

Think Tank

PD Room

Parking

Parking

Other Room

Other Room

If you are utilizing outdoor space, would you like security present to provide access to the building?

If participants are youth, name of adult who will be onsite:

Number of Anticipated Participants:

Adults:

Children:

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By signing this application, I agree that I have read and reviewed the rules for use of an E.L. Haynes facility. I agree to follow the guidelines for use as stated in the Facility Usage Agreement, and will not advertise the location of the event until a duly signed Agreement is in place.

Applicants will receive approval or denial of application from the operations manager responsible for the requested facility.

Elementary School (KS Ave) Sebastien Durand – sdurand@elhaynes.org

Middle School (GA Ave) Elsi Cruz – Ecruz@elhaynes.org

High School (KS Ave) Carlyn Frezzell – cfrezzell@elhaynes.org

Operations Managers have 10 Business Days to Review Requests

BE KIND | WORK HARD | GET SMART