



Baldwin County Public Schools
Business & Finance Department
2600 North Hand Avenue
Bay Minette, AL 36507

USE OF SQUARE REQUEST FORM

INSTRUCTIONS: To request use of the Square for local school use, please complete this form and scan/email to Patsy Chastang at pchastang@bcbe.org or fax to (251) 580-1881. Complete one (1) form for each program/activity requested.

School Name:

Cost Center:

of Square Units in Use:

Program:

Activity:

Reason for Request:

Approved

Denied

Principal Signature:

Date:

For Central Office Use Only:

Finance Director Signature:

Date: