

Application for Auditorium Hire

Date: [Insert Date]

To,

The Principal,
[School Name],
[School Address],
[City, State, Zip Code]

Subject: Application for Hire of School Auditorium

Dear [Principal's Name],

I am writing to formally request the hire of the school auditorium for [event name] on [date of the event] from [start time] to [end time]. Our organization, [Organization Name], is planning this event to [briefly describe the purpose of the event].

We expect approximately [number of attendees] attendees and will ensure that all activities are conducted responsibly and in accordance with school policies.

If possible, we would appreciate access to [list any specific equipment or facilities required, e.g., audio/visual equipment, seating arrangements].

We understand and agree to cover any associated costs and abide by the terms and conditions set forth by the school administration.

Thank you for considering our request. We look forward to your positive response. Please feel free to contact me at [your phone number] or [your email address] for any further information.

Sincerely,

[Your Name]
[Your Position]
[Organization Name]
[Contact Information]