

**Denver Public Schools  
Community Use Cancellation/Change Form**

**Groups are asked to notify the Community Use Office of any cancellations at least 48 hours prior to the event. A change in venue after the contract has been processed will result in a \$25 Change fee.**

Group Name \_\_\_\_\_

Today's Date \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone Number \_\_\_\_\_

Original Date of Activity \_\_\_\_\_

New Date (If applicable) \_\_\_\_\_

Original Location \_\_\_\_\_

New Location Requested (If applicable) \_\_\_\_\_

Reason for Requested Change

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