

# REQUEST TO USE SCHOOL FACILITIES

Obtain all approval signatures from Principals/Directors prior to submitting to Maintenance office.

\*\*\*\*REQUEST SHOULD BE MADE AT LEAST 8 WORKING DAYS IN ADVANCE\*\*\*\*

Name: (Teacher/Sponsor): \_\_\_\_\_

Organization/Group: \_\_\_\_\_

Activity Planned: \_\_\_\_\_

Date Needed: \_\_\_\_\_ Time: Begin: \_\_\_\_\_ End: \_\_\_\_\_

Approximate number of people involved: \_\_\_\_\_

## Facilities requested:

- HS Cafetorium
  - Stage
  - HS Kitchen
  - Facility Dining Room
- HS Library
- HS Training Room (HS 1)
- OG Gym (Jr. High Gym)
- JH Library
- CG Gym (Bulldog Gym)
- MP Gym (Multi-Purpose Gym)
- Administration
- Ag Barn
- Career Tech
- Band Hall
- Annex Training Room
- Elementary
  - Elem Gym
  - Elem Cafeteria
  - Elem Library

## Indicate what you will need:

- Tables with benches
- Chairs – How Many? \_\_\_\_\_
- Sound Equipment
- Microphones
- \_\_\_\_\_
- \_\_\_\_\_

## How will the cleanup be handled?

- We will clean-up after the event.
- Clean-up service will be required. (Examples of events that require this: Dances, reunions, etc.)  
*(I understand that there will be a fee for clean-up services, which will be set by the district)*

\_\_\_\_\_  
Requestor's signature Date

\_\_\_\_\_  
Cafeteria Director's signature Date

\_\_\_\_\_  
Principal's signature Date

\_\_\_\_\_  
Athletic Director signature Date

\_\_\_\_\_  
Director of Operation's signature Date