

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
- 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