

# BUILDING USE REQUEST FORM

Outside Groups: Please check in at the office upon your arrival (during school hours)

Date of Request: 1/21/20

Date(s) of Building Use: 1/31/20

Time(s) of Building Use: 6:00-7:00 PM

Time(s) of Activity: 6-7pm Friday

Group or Organization Using Building: Girls Soccer Team Open Gym practice

## Reason for Building Use:

Meeting(s)\_\_\_ Banquet\_\_\_ Dance\_\_\_ Practice(s)\_\_\_ Game(s)\_\_\_ Music\_\_\_

Production\_\_\_

Theatre Production\_\_\_ Fundraising Activity\_\_\_ Voting Poll\_\_\_ Registration\_\_\_

Rehearsal(s)\_\_\_ Reunion\_\_\_ Training/Prof. Dev\_\_\_

Other\_\_\_

## Requested Area(s):

Cafeteria\_\_\_ Auditorium\_\_\_ Band Room\_\_\_ Library\_\_\_ Staff Center\_\_\_

Main Gym\_\_\_ Auxiliary Gym\_\_\_ Wrestling Room\_\_\_ Weight Room\_\_\_ Fitness Center\_\_\_

Locker Room(s)\_\_\_ Gym Lobby\_\_\_ Pool\_\_\_ Stadium\_\_\_ Track\_\_\_ Classroom(s)\_\_\_ /\_\_\_

/\_\_\_ Other\_\_\_

Does Facility need to be opened?

Yes\_\_\_ No\_\_\_ Time\_\_\_ AM-PM

Does Facility need to be locked after use?

Yes\_\_\_ No\_\_\_ Time\_\_\_ AM-PM

Is this function open to the Public?

Yes\_\_\_ No\_\_\_

Will Admission be charged?

Yes\_\_\_ No\_\_\_ Amount \$\_\_\_

How many people will be in attendance?

Less than 50 X\_\_\_ Less than 100\_\_\_ More than 100\_\_\_

Will food or beverages be:

(Sold)\_\_\_ (Provided)\_\_\_ at this activity?

Yes\_\_\_ No\_\_\_

General Equipment needed:

Lydia Bell

277-1471