



BUILDING USE REQUEST FORM

Date of activity: _____ Day of activity: _____ Building requested: _____

***Weekend events require Friday night set up**

Does this event require set up prior to the date of activity? (circle one) Y N Date to be set up: _____

Type of activity (describe): _____

Hours: From _____ to _____

Approximate number of people: _____

Room(s) needed:

- Classroom(s) _____
 - Gymnasium
 - Athletic Fields
- (after hours fees may apply)

- Library
 - Cafeteria
 - Kitchen
- (fee for kitchen staff)

- Lobby
- Stage
- Shatford Pool

_____ Building Principal Approval _____ Date

Additional Information: _____ _____ _____

_____ Date of request	_____ Person making request	
_____ Organization making request	_____ Signature	
_____ Person in charge of event	_____ Home Phone	_____ Work Phone
_____ Email address		
_____ Mailing address if not a school employee		
Special equipment/set up needed: _____		
All rooms and equipment must be left in good condition. Groups will be responsible to the school district for any damage to school property. Refreshments may be served in the cafeteria only. Kitchen may be used only with the permission of the cafeteria manager.		