

BUILDING USAGE REQUEST FORM

(Activities will not be scheduled until this form has been completed and approved by the principal.)

Name of Activity _____

Proposed Date(s) _____

Time of Event: From _____ To _____ Before School / After School
(Circle One)

Setup Times: From _____ To _____ Tear Down: From _____ To _____

Encore Schedule/Specials on that date _____
(If activity will occur during the school day)

Rooms required for the activity _____

Activity Theme (if applicable) _____

Chairperson/Contact _____ Phone _____

Email: _____

Volunteers Needed _____

Board Approved _____ Other _____

Flyer Submitted Yes / No (please attach)

Proceeds to be used for _____

Budget _____

For Custodians

Tables Needed _____

Chairs Needed _____

Special Equipment Needed _____

Special Instructions _____

Request Approved _____

Date _____

Guidelines for Event

- ◆ This form must be completed and approved before activity will be posted on the school's calendar.
- ◆ If a flyer is to be distributed, please attach a copy for the principal's approval.
- ◆ Any furniture that is moved must be returned to its original location and all space utilized should be re-stored to the condition in which it was found; that is clean and orderly.
- ◆ Responsible adult representative (Board Approved if needed) of event will be present at all times.
- ◆ No school property may be removed.
- ◆