

BUILDING REQUEST FORM FOR INTERNAL ORGANIZATIONS

ORGANIZATION: _____ APPROVED BY: _____

DATE OF EVENT: _____ DATE APPROVED: _____

AREA REQUESTED: Auditorium Gymnasium Dining Room Library
(please circle) Multi-purpose room Classroom(s) list room numbers _____

SHS only: Gymnasium F__ H__ Taft Dining Room Lafollette Dining Room

- If using the SHS auditorium, our student lighting and sound technician must be contacted – approval will not be given until this has been completed. Please contact Brian Austin. Initials__

PURPOSE OF EVENT: _____

PERSON IN CHARGE OF EVENT: _____

NUMBER OF PEOPLE EXPECTED: _____

- SHS – if over 40 students are attending, a building administrator must be contacted 2 weeks (in person) in advance of the event. Administrator Name: _____

CHAPERONES:

_____	_____	_____
_____	_____	_____
_____	_____	_____

The school reserves the right to cancel any activities, building use or reassign an area as needed. All rooms, facilities, and/or equipment must be left in the same original condition as found. The organization

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Custodial Request Form must be filled out for: tables, chairs, coat rack, lectern, microphones, etc.

Auditorium Request Form must be filled out if using the auditorium, and the date must be reviewed with the music supervisor (SHS only)

ALL ADDITIONAL FORMS ARE AVAILABLE IN THE MAIN OFFICE

SIGNATURE OF PERSON RESPONSIBLE: _____ DATE: _____

- No smoking, alcohol or illegal drugs are allowed on school property
- All children in attendance must be supervised
- Fog machines are not permitted at events