

REQUEST OF USE OF SCHOOL PROPERTY

School Year: _____

Event: _____

Event dates: FROM _____ TO _____

Has this event been approved by the HS Principal or Superintendent? YES _____ NO _____

Facility requested for use: Old Gym___ Cafeteria___ New Gym___ Ag Building___ Elem. Gym___ Board Rm___
Elem. Library___ HS Library___

Days of the week you will need the building: M__ T__ W__ TH__ F__ Sa__ Su__ Weekly___ Monthly ___

Person in Charge/Coach: _____

Contact phone number: _____

Age Group of Participants: _____

GUIDELINES TO FOLLOW:

- Siblings must stay in the building/room/gym being used
- Siblings are not to be running around the rest of the school
- Equipment/tools/supplies are to be put up upon the completion of the event
- Floors are to be swept upon the completion of the event
- Lights are to be shut off upon the completion of the event
- Doors are to be locked upon the completion of the event
- If someone/group has the facilities before you, please wait patiently until their time is up
- If someone/group has the facilities after you, please end of time
- Times and dates are subject to change if a school event or activity is scheduled

Signature of Person in Charge/Coach

PLEASE HAVE ALL PARENTS SIGN BELOW IN ACCEPTANCE OF THE GUIDELINES

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____