

# Building Use Form

(Please fill out and return to the Main Office)

Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

Person Making Request: \_\_\_\_\_ Date: \_\_\_\_\_

Time From: \_\_\_\_\_ To: \_\_\_\_\_ **(See \*\* in Special Needs)**

Set Up Date: \_\_\_\_\_ Set Up Time: \_\_\_\_\_

Clean Up Date: \_\_\_\_\_ Clean Up Time: \_\_\_\_\_

Areas Requested	Equipment Requested	Special Needs
<input type="checkbox"/> Activity Center Foyer <input type="checkbox"/> Activity Center Kitchen <input type="checkbox"/> Activity Center Gym <input type="checkbox"/> Auditorium <input type="checkbox"/> 3 <sup>rd</sup> Floor Dining Room <input type="checkbox"/> 3 <sup>rd</sup> Floor Kitchen <input type="checkbox"/> Old Gym <input type="checkbox"/> Other _____ _____ _____	<input type="checkbox"/> Tables (# _____) <input type="checkbox"/> Chairs (# _____) <input type="checkbox"/> Desks (# _____) <input type="checkbox"/> Garbage Cans (# _____) <input type="checkbox"/> Media (please list below) _____ _____ <input type="checkbox"/> Other _____ _____ _____	<input type="checkbox"/> Heat <input type="checkbox"/> A/C <input type="checkbox"/> Ensure area is cleaned prior to event <input type="checkbox"/> Need Building open/closed <input type="checkbox"/> Floor Plan Attached <input type="checkbox"/> Volunteers (please fill out "Internal Volunteer Request") <div style="background-color: yellow; padding: 2px;"> <b>** If the event takes place after 4:00 when office is not staffed, indicate who is covering front foyer:</b> </div> _____ _____

### Special Instructions

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### Approvals (Office Use Only)

Neal   
  Deb   
  Lynnette   
  Gabe   
  Cafe   
  Other

Notes: \_\_\_\_\_

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~ ~ ~ ~ ~

Date Approved: \_\_\_\_\_

Copy to:  Joel   
 Calendar   
 Office   
 Requestor   
 AV   
 Fine Arts   
 Café   
 Other