

**BUILDING USE FORM/CLASS ACTIVITY SHEET**

Date of request \_\_\_\_\_ Date submitted \_\_\_\_\_

Organization making request \_\_\_\_\_

Person making request \_\_\_\_\_ Phone # \_\_\_\_\_

Person in charge (during the time the bldg. is being used) \_\_\_\_\_

Phone # \_\_\_\_\_

Door Monitor for weekend events (must be at least 18 years of age) \_\_\_\_\_

Date of activity \_\_\_\_\_

Type of activity (describe) \_\_\_\_\_

Class Advisors: \_\_\_\_\_

Ratio of Chaperones: Grades K-3 (1 to 10); Grades 4-6 (1 to 12); Grades 7-12 (1 to 15)

Names of Chaperones: 1) \_\_\_\_\_ 4) \_\_\_\_\_

2) \_\_\_\_\_ 5) \_\_\_\_\_

3) \_\_\_\_\_ 6) \_\_\_\_\_

**Building Use Schedule**

Set up time: From \_\_\_\_\_ to \_\_\_\_\_ Clean up time: From \_\_\_\_\_ to \_\_\_\_\_

Activity/Event time: From \_\_\_\_\_ to \_\_\_\_\_ Approx. number of people: \_\_\_\_\_

**Room(s) needed:**

Classroom(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Library, HS \_\_\_\_\_

Library, Elem \_\_\_\_\_

Cafetorium \_\_\_\_\_

Servery \_\_\_\_\_

Kitchen \_\_\_\_\_

Other \_\_\_\_\_

The following areas require additional approval from the Athletic Director

Gym, HS\* \_\_\_\_\_

Gym, Elem\* \_\_\_\_\_

**Athletic Fields**

Soccer \_\_\_\_\_

Field Hockey \_\_\_\_\_

Baseball \_\_\_\_\_

Softball \_\_\_\_\_

**Athletic Director  
Approval\***

\_\_\_\_\_

Special equipment/accommodations needed:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Person making request

\_\_\_\_\_  
Principal's Approval (if applicable)

\_\_\_\_\_  
Head Custodian

\_\_\_\_\_  
Superintendent's Approval

\_\_\_\_\_  
Athletic Director (when gym use is necessary)\*