



## BUILDING USE FORM FOR IN-SCHOOL ACTIVITIES

Today's Date \_\_\_\_\_

This form is to be filled out for Adult Ed, school assemblies, awards, use of groups practicing for upcoming events, athletics, etc.

The main purpose of this form is to have custodians & sound technician aware of the needs of facilities so that they are in "ready" condition and available for clean-up if needed.

Application on behalf of: \_\_\_\_\_

Building or Area requested: \_\_\_\_\_

On (Date) \_\_\_\_\_ (Time) \_\_\_\_\_

Sound System Requirements: \_\_\_\_\_

Set up Time & Date \_\_\_\_\_

Supplies Needed (tables, chairs, etc.) \_\_\_\_\_

Person requesting use: \_\_\_\_\_

Approved \_\_\_\_\_  
AD or Area Supervisor/Teacher Date

\_\_\_\_\_  
Area Principal

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Maintenance Supervisor

Approved copy to Custodians \_\_\_\_\_ YES \_\_\_\_\_ NO

Approved copy to Sound Technician \_\_\_\_\_ YES \_\_\_\_\_ NO