

## ORGANIZATION INFORMATION

Organization \_\_\_\_\_

Coordinator \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Setup Contact \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Cleanup Contact \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

**All Items must be removed from the School at the end of the event. \_\_\_\_\_(initial)**

## SPACE USE REQUIREMENTS

**Y N**

Library?

Main Classrooms? Qty \_\_\_\_\_

Portable (McLees)?

Portable (Cornelia)?

Outdoor Classroom?

Playground?

Private Use?

## SCHOOL EVENT INFORMATION

### OUTSIDE SCHOOL HOURS

Event Name \_\_\_\_\_

Event (Date/Time) \_\_\_\_\_

Setup (Date/Time) \_\_\_\_\_

Cleanup (Date/Time) \_\_\_\_\_

Type of Event \_\_\_\_\_

Approx Number of Attendees \_\_\_\_\_

## SCHOOL USE REQUIREMENTS

N/A

Class (Describe)  
\_\_\_\_\_

Meeting (Describe)  
\_\_\_\_\_  
\_\_\_\_\_

Activity (Describe)  
\_\_\_\_\_  
\_\_\_\_\_

Serving Food/Snacks?  
\_\_\_\_\_

## OFFICE STAFF ONLY

Dates of Use  
\_\_\_\_\_

**Initial Date**

Received in Office  
\_\_\_\_\_

Calendar Updated  
\_\_\_\_\_

Ministry Notified  
\_\_\_\_\_

Admin Copied  
\_\_\_\_\_

## AUDIO/VISUAL

N/A

Classroom Audiovisual

Wipe Board

## SCHOOL EVENT FACILITY REQUEST FORM



The approval of all requests is on a first-come first-serve basis in the following order of Priority: Church, School & Religious Education, Parish Organizations, and Other Organizations. We reserve the right to reschedule as needed. This form is used for requests outside of school hours. All requests for use during school hours must be authorized by the school.

**Please complete all fields on this form email to [facilities@sjccs.net](mailto:facilities@sjccs.net).**

All Persons using the facility are responsible for the conduct of those persons or members attending the function. In addition, persons shall take all steps necessary to ensure the premises are kept clean and all areas are clean and trash removed upon departure. Any damage should be immediately reported to the above email for repair. No one may use nails, screws, wires, tape, or tacks on the walls, ceilings or floors. Safety equipment shall not be tampered with and doors shall remain free of obstruction during all activities. This is a Non-smoking property.

(Rev1 4/24/2023)

**I have read and understand the policies for use \_\_\_\_\_(initial)**

## OFFICE STAFF ONLY

**Y N**

Poster Required?

Flyers Required?

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