

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

Name/Date _____

Advertise 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 USE ONLY

USE Date _____

	Date	Initial
REC	_____	_____
CAL	_____	_____
CONF	_____	_____
REQ	_____	_____

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.

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.

I have read and understand the policies for use _____ (initial)

OFFICE STAFF ONLY

Y N

- Poster Required?
- Flyers Required?

Notes:

