



**Jefferson County School District R-1:
Building and Facility Use Request Form**

School Name: EVERGREEN SENIOR HIGH SCHOOL

Today's Date:

Office Use Only--Tracking Number #

Title of Event:

Number of Attendees:

Sponsoring Organization:

Type of Organization:

- Adult (nonprofit) Commercial Church Daycare Provider District Activity
 District Athletics Government PTSA Boosters; Scouts
 Youth Sports Youth (other): _____ Other: _____

Contact Name:

Email Address:

Billing Address:

Telephone:

Fax:

INDOOR VENUE(S) REQUESTED

<input type="checkbox"/> Auditorium	<input type="checkbox"/> Conference Room	<input type="checkbox"/> Library	<input type="checkbox"/> Classroom(s):
<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Gym, Large	<input type="checkbox"/> Main Street	<input type="checkbox"/> Hallway:
<input type="checkbox"/> Commons	<input type="checkbox"/> Gym, Small	<input type="checkbox"/> Weight Room	<input type="checkbox"/> Other:

OUTDOOR VENUE(S) REQUESTED

<input type="checkbox"/> Baseball Field	<input type="checkbox"/> Soccer (Grass) Field	<input type="checkbox"/> Parking Lot, Senior	<input type="checkbox"/> Parking Lot, Auditorium
<input type="checkbox"/> Football Field	<input type="checkbox"/> Softball Field	<input type="checkbox"/> Parking Lot, Junior	<input type="checkbox"/> Other:

EQUIPMENT NEEDED

<input type="checkbox"/> Computer	<input type="checkbox"/> Projector	<input type="checkbox"/> Tables: #	<input type="checkbox"/> Other:
<input type="checkbox"/> Lighting System	<input type="checkbox"/> Projection Screen	<input type="checkbox"/> Chairs: #	<input type="checkbox"/> Other:
<input type="checkbox"/> Microphone	<input type="checkbox"/> Sound System	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:

DATE(S) AND TIME(S) REQUESTED

Date	Day	Start Time	End Time	Date	Day	Start Time	End Time
		am/pm	am/pm			am/pm	am/pm
		am/pm	am/pm			am/pm	am/pm
		am/pm	am/pm			am/pm	am/pm
		am/pm	am/pm			am/pm	am/pm
		am/pm	am/pm			am/pm	am/pm

What start/end times should be publicized for this event, if different from above?

Will custodial services be required?	Yes	Custodial overtime will be billed to the user.	
	No	<u>If after regular custodial hours, the name of an approved District staff member who will be responsible for the facility, including cleaning and locking facility when event is over, MUST be named if this box is checked.</u>	
Will security be required?	No	Yes	Security overtime will be billed to the user.

Approval:	_____	_____
	Administrator Signature	Date