Island Park School Facility Use Request Form

1. Complete and submit requests to Principal TWO WEEKS prior to the date of activity. Copies will be distributed to the custodian and affected staff.

2. Any Facility Use Request other than music programs scheduled at the beginning of the year or Park and Rec activities must submit this form for prior approval.

3. The Request covers the Library, Multi-Purpose Room, outside facilities and teachers classrooms (after 4:30 pm).

4. This information assists custodial planning and orderly use of the building.

Date submitted _______________________ Date of Event _________________________

Time Entering ________________________ Time Leaving _________________________

Person Making Request __________________________ Phone ______________________

Organization Sponsoring Event________________________________________________

Type of Activity____________________________________________________________

Facility Desired: (MPR, Outside Area, Library, Classrooms, Etc.)

_________________________________________________________________________

Special Equipment / Furniture Desired (# tables, # chairs, AV equipment, etc.):

_________________________________________________________________________

Diagram of area (use opposite side of this page): Completed:_____ Yes______No (attached)

Clean-up procedures (check one):

______ Event Organizer ________ Request Custodial Staff

Type of Assistance Needed:__________________________________________________

Office Use: _______ Approved as Submitted _______ Approved as modified

_______ Re-submit w/ revisions _______ Sorry, calendar conflict

Comments:_______________________________________________________________

Date:_________________ Principal:__________________________________________

cc: Custodian, Librarian, Tech Specialist, PE Staff, Night Custodian, Kids Co., Cal/email/file,
Facility Preparation Details For Custodian

Indicate what is needed:

_______________________ # Chairs ___________________________ Stage Cleared
_______________________ # Tables ___________________________ Screen Down
_______________________ Piano ___________________________ Floor Dusted
_______________________ Microphone ___________________________ Risers
_______________________ Restroom Checked/Cleaned
_______________________ Other: _________________________________________

Diagram of Area: (draw locations/ furniture arrangement, etc.)

1. Facility to be used (check one)

__________ Library  ___________ Outside Facility

__________ Multi Purpose Room  ___________ Other

__________ Classroom  ___________ Kitchen

2. Specific Floor Plan (draw diagram below)