

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 _____ Re-submit w/ revisions	_____ Approved as modified _____ Sorry, calendar conflict
Comments: _____	
Date: _____ Principal: _____	

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)