



**Bellevue Community Schools
Building Use Form**

Building _____ Area _____ Today's Date _____

1. Organization Making Request _____
2. Purpose of Request _____
3. Date Wanted _____ Time of Event _____
 - a. Time needed for event if different than the Event time (from _____ to _____)
4. Equipment Needed? (____ Yes ____ No) If yes, what? _____
5. Custodian Needed? (____ Yes ____ No) If yes, what? _____
6. Name and address of person making request _____
7. Telephone number _____ Email _____

Essential Applicant Tasks:

- Form is due at least two weeks prior to your event & needs to be turned into the building Administrative Assistant
- When others accompany the applicant, they must leave/exit with the applicant
- All others accompanying the applicant must stay with the applicant in approved area only
- Do not use areas or equipment not specifically requested on this form
- ☒ **Before leaving, the applicant must perform a thorough walkthrough**
 - ☐ Turn off all lights
 - ☐ Return equipment/materials
 - ☐ Lock windows and doors
 - ☐ Report broken, missing, misused equipment _____
 - ☐ Report unattended persons in building _____
 - ☐ Clean up the area

Special Reminders:

- School activities have preference over out-of-school activities
- The people engaging in this activity must be responsible for proper use of building and area(s)
- No use of alcohol, tobacco, or drugs is permitted
- This request is not valid until signed by the proper school personnel and sent to the requesting party
- If not followed correctly, future use of facilities will not be approved

Office Use Only

Approval/Denial:

1. Building Administrative Assistant verification initials _____ Date _____
2. Building Principal _____
Date of Approval/Denial _____

Estimated Total Charges _____