

## General Information

Organization: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Contact Phone#: Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Current Date: \_\_\_\_\_ Date/Day of Event: \_\_\_\_\_

Event Times: Start: \_\_\_\_\_ Total Hour Requested: \_\_\_\_\_

Description of Activity: \_\_\_\_\_

## Check Building Requesting (email to principal at requested facility)

**High School:** [tadams@bixbyps.org](mailto:tadams@bixbyps.org)☐ \*\*\*Auditorium☐ Multipurpose Building\*\*\*Send this form and auditorium equipment request to [ccoleman@bixbyps.org](mailto:ccoleman@bixbyps.org)☐ Cafeteria ☐ Classroom ☐ Commons ☐ Media Center ☐ Other**Brassfield Learning Center:** [ddeitz@bixbyps.org](mailto:ddeitz@bixbyps.org)☐ Cafeteria ☐ Classroom ☐ Commons ☐ Other**9GC:** [kcreekmore@bixbyps.org](mailto:kcreekmore@bixbyps.org)☐ Classroom ☐ Commons ☐ Other**Middle School:** [rvernon@bixbyps.org](mailto:rvernon@bixbyps.org)☐ Cafeteria ☐ Classroom ☐ Commons ☐ Gym ☐ Media Center ☐ Other**Central Elementary:** [lhaynes@bixbyps.org](mailto:lhaynes@bixbyps.org)☐ Cafeteria ☐ Classroom ☐ Commons ☐ Gym ☐ Media Center ☐ Other**Central Intermediate:** [bshaw@bixbyps.org](mailto:bshaw@bixbyps.org)☐ Cafeteria ☐ Classroom ☐ Commons ☐ Gym ☐ Media Center ☐ Other**North Elementary:** [kmears@bixbyps.org](mailto:kmears@bixbyps.org)☐ Cafeteria ☐ Classroom ☐ Commons ☐ Gym ☐ Media Center ☐ Other**North Intermediate:** [lricks@bixbyps.org](mailto:lricks@bixbyps.org)☐ Cafeteria ☐ Classroom ☐ Commons ☐ Gym ☐ Media Center ☐ Other**Northeast Elementary and Intermediate:** [lvandolah@bixbyps.org](mailto:lvandolah@bixbyps.org)☐ Cafeteria ☐ Classroom ☐ Commons ☐ Gym ☐ Media Center ☐ Other

If more than one classroom is request, please list number of classrooms:

If "other is selected", please describe location:

Check Building Requesting (email to facilities manager: [opankey@bixbyps.org](mailto:opankey@bixbyps.org))

<input type="checkbox"/> Baseball Field	<input type="checkbox"/> Indoor Baseball/Softball Facility	<input type="checkbox"/> Swimming Pool
<input type="checkbox"/> Cheer/Dance Facility	<input type="checkbox"/> Soccer Field	<input type="checkbox"/> Whitey Ford Gym (small)
<input type="checkbox"/> Football Practice Fields	<input type="checkbox"/> Softball Field	<input type="checkbox"/> Whitey Ford Gym (large)
<input type="checkbox"/> Football Field	<input type="checkbox"/> Spartan Practice Facility	<input type="checkbox"/> Track
<input type="checkbox"/> The Spartan Room	<input type="checkbox"/> Tennis Facility	

## Misc. Needs (during school day, requestor will be responsible for set-up and operation of the following)

<input type="checkbox"/> Bathrooms	<input type="checkbox"/> Heating/Air On	<input type="checkbox"/> Press Box Access
<input type="checkbox"/> Concession Usage	<input type="checkbox"/> Hospitality Room	<input type="checkbox"/> Protective Floor (gyms)
<input type="checkbox"/> Custodial Services	<input type="checkbox"/> Key(s) Needed	<input type="checkbox"/> Scoreboard
<input type="checkbox"/> Elevator	<input type="checkbox"/> Lifeguard(s)	<input type="checkbox"/> Sound System
<input type="checkbox"/> Gates Unlocked (large gym)	<input type="checkbox"/> Locker Room Access	<input type="checkbox"/> Security Needed
<input type="checkbox"/> Kitchenette for Catering		

Comments:

APPROVED

DENIED

Reason: \_\_\_\_\_

Approved By/Position: \_\_\_\_\_ Date: \_\_\_\_\_