

BUILDING REQUEST FORM

Date of Application _____

Building Requested: Elementary Building _____ Jr./Sr. High Building _____

Sponsoring Group: _____

Description of Activity: _____

Room(s) desired for Activity: _____

Hours of Activity: Start _____ Close _____

Day & Date of Activity: _____

Admission Charges: _____

Official in Charge: _____

Charge for Use of Building: _____

Custodian _____

_____ Name

Cook _____

_____ Address

Chairs _____

_____ City/State/Zip Code

A.V. items _____

_____ Telephone

Coffee Urn _____

Total Charges: _____

Approved by:

Date: _____

_____ Athletic Director (**GYM &/OR COMMONS USE**)

Date: _____

_____ Building Principal

Date: _____

_____ Central Office

Comments: _____

You are requested to follow all parking and smoking regulations. If your activity is cancelled please notify the Central Office @ 231-885-2727. All requests must be made ten (10) days prior to the date of the activity.