

Hebron High School Building Use Form

Name of Organization and Event

Date

Name of Contact

Phone/ext Number

Date(s) of Event

Start Time

End Time

*Choose the area of the school that you would like to use.
Check with the person in that area for approval of date.
Turn in the signed form to Cindy Crouch.*

1.
CAFETORIUM... You must have Cindy Crouch's approval. _____

CAFÉ. ANNEX... You must have Cindy Crouch's approval. _____

LARGE GYM... You must have Mark Bishop's approval. _____

SMALL GYM... You must have Mark Bishop's approval. _____

AUXILIARY GYM... You must have Diane Craig's approval. _____

STADIUM..... You must have Brian Brazil's approval. _____

LIBRARY..... You must have Anna Allebach's approval _____

BUILDING AND/OR PARKING LOTS... See Cindy Crouch
CLASSROOM(S) # _____

AUDITORIUM... You must have Rachel Forester's approval. _____

Do you require a Technician for stage lights? Yes _____ No _____
Do you require a Technician for sound? Yes _____ No _____
Do you require microphones? Yes _____ No _____
If yes, what kind? _____
Do you need a CD or tape player? Yes _____ No _____
Do you need a multi Media projector? Yes _____ No _____
Do you need a laptop and cables? Yes _____ No _____
Will you need any other equipment? Yes _____ No _____
If yes, what? _____

Office Use Only....
If yes, who? _____
If yes, who? _____
If yes, who? _____

If yes, who? _____
If yes, who? _____
If yes, who? _____

2.
Will you require a Custodian? _____ **Will you be serving food?** _____

OFFICE USE ONLY

CUSTODIAN: _____

Pre Event Check List

- _____ Doors Unlocked
- _____ Entrances Cleaned
- _____ Trash Emptied
- _____ Tables and/or chairs set up
- _____ Bathrooms cleaned and unlocked
- _____ Parking lot gates opened/lowered

Post Event Check List

- _____ Empty Trash
 - _____ Clean Area
 - _____ Put up tables and chairs
 - _____ Turn off lights
 - _____ Lock all doors
-

SUPERVISOR: _____

Pre Event Check List

- _____ Doors unlocked
- _____ Lights turned on
- _____ Bathrooms are unlocked/lights on
- _____ **Gym Supervisor**...Stands rolled out

Post Event Check List

- _____ All doors locked
- _____ Lights turned out
- _____ **Gym Supervisor**...Stands rolled up

Mr. Jones – Approval

Date

Entered on... _____ **School Calendar**
 _____ **School Dude**
 _____ **Mr. Jones' Calendar**

Copy Given To Head Custodian: _____