

# 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 Lillis.*

**1.**  
**CAFETORIUM...** You must have Cindy Lillis' approval. \_\_\_\_\_

**CAFÉ. ANNEX...** You must have Cindy Lillis' 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 Lillis  
**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:** \_\_\_\_\_