

BHS Use of Facilities Form

School Site: BARSTOW HIGH SCHOOL	Date(s) of Event	Time of Event: <i>Include set up/clean up time</i>													
Type of Event: <i>Give description of event</i>															
Number of People Attending: <i>Maximum seating capacity is 1100</i>															
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Facility to be used:</td> <td style="width: 12.5%;">Boys Gym <input type="text"/></td> <td style="width: 12.5%;">New Gym <input type="text"/></td> <td style="width: 12.5%;">Upper Field <input type="text"/></td> <td style="width: 12.5%;">Classroom <input type="text"/></td> <td style="width: 12.5%;">#: <input type="text"/></td> </tr> <tr> <td></td> <td>Girls Gym <input type="text"/></td> <td>Library <input type="text"/></td> <td>Lower Field <input type="text"/></td> <td>Cafeteria <input type="text"/></td> <td></td> </tr> </table> <p style="font-size: small; margin-top: 5px;"><i>GG for sporting events only</i> <i>Cafeteria use requires the permission from Food Services & Cafeteria Mgr</i></p> <p style="text-align: center; margin-top: 5px;">Specify if your event is at another location:</p>				Facility to be used:	Boys Gym <input type="text"/>	New Gym <input type="text"/>	Upper Field <input type="text"/>	Classroom <input type="text"/>	#: <input type="text"/>		Girls Gym <input type="text"/>	Library <input type="text"/>	Lower Field <input type="text"/>	Cafeteria <input type="text"/>	
Facility to be used:	Boys Gym <input type="text"/>	New Gym <input type="text"/>	Upper Field <input type="text"/>	Classroom <input type="text"/>	#: <input type="text"/>										
	Girls Gym <input type="text"/>	Library <input type="text"/>	Lower Field <input type="text"/>	Cafeteria <input type="text"/>											
Set Up Information:															
# of tables needed <input type="text"/>		<i>Provide schematic for set up of tables and chairs</i>													
# of chairs needed <input type="text"/>		<i>BHS has a limited # of tables/chairs and cannot provide beyond what is in stock</i>													
Cooling or Heating: Do you require cooling or heating on during event? <input type="checkbox"/> Heating <input type="checkbox"/> Cooling															
Special Equipment Needed: <i>Arrangements for electronic equipment must be made with the library</i>															
Custodial Needs: <i>Describe what services you will require</i>															
Date submitting this form:		Person completing this form:													
<input type="text"/>		<input type="text"/>													
Contact Phone #:		<input type="text"/>													

Dept Chair/Club Advisor Approval

Date

P.E. Dept Approval

Date

Food Services Director Approval
255-6070

Date

Cafeteria Manager Approval
255-6135

Date

AP/Athletic Director Approval

Date

Principal Signature

Date

This form must be submitted 15 days prior to the scheduled event so it may be placed on the school's Activities and Maintenance calendars in order to avoid scheduling conflicts and to provide adequate manpower and equipment. This request may be denied if 15 day notification is not given.

Cancellations must be submitted with a minimum 5 day notification.

It is your responsibility to ensure this form is complete, that all signatures are secured and you have verified with both Mr. Williams' office and the Activities office that your event is on both the Activities and Maintenance calendars.

OFFICE USE ONLY			
Work Orders Placed:	<input type="text"/>	Copy to P.E. Dept:	<input type="text"/>
Placed on Activities Calendar:	<input type="text"/>	Put on Web Calendar	<input type="text"/>

Revised 8/28/2013