

BUILDING USE FORM

PLEASE FILL OUT COMPLETELY

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Person in charge _____ Phone _____

Email address _____

Name of Group _____ Are you Non-Profit? ☐ Yes ☐ No

Description of Event _____

Dates ____ / ____ / ____ **If more than one date, please list all dates at the bottom of this form.**

Arrival time (access to the building) _____ am / pm

End time (time the event ends) _____ am / pm

Event time (time event starts) _____ am / pm

Time the building will be **completely** vacated. _____ am / pm

What supervision will you provide? _____

Approximately how many people are expected to attend? _____

Check building requested: ☐ Administration ☐ Adams ☐ Central Park ☐ Chestnut Hill

☐ Plymouth ☐ Siebert ☐ Woodcrest ☐ H. H. Dow High ☐ Midland High

☐ Jefferson ☐ Northeast

What rooms & area(s) will be used?

Please list all other special requests: _____

***NOTE ... If the Kitchen is to be used, special arrangement with cafeteria supervisor is needed.

Other than concessions, will food be eaten during the event? ☐ Yes ☐ No

If yes, in what area? _____

CONCESSIONS

Where will your concession area be located? _____

Person in charge of concessions: Name _____ Phone _____

What type of food will be available? (Please check)

Hot Food _____

Packaged Snacks _____

Beverages _____

Popcorn _____

Candy _____

Other _____

How many tables will be needed for the concessions area? _____ Chairs? _____

Additional Dates and Times:

Date: ____ / ____ / ____ Time: _____ am / pm

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