

District 34 Internal Building Usage Form

General Information

Today's Date: _____

Name and Contact Information of Person Responsible for Event:

Name

Phone Extension

Building Being Requested: _____

Room or Area Being Requested:

(Specific) _____

Name of Event: _____

Date of Event: _____

Start Time _____ End Time _____

Needs for Event and how many? (Please Circle and Indicate Number)

Chairs _____ Tables _____ Bleachers _____ Podium _____ Other _____ Expected # of people _____

Other equipment: We have an inventory of table and chairs available at each building for group use. Tables and chairs cannot be transported for use at other buildings. If the inventory available does not meet your needs, please contact an outside rental firm.

Technology Department

***** All Technology requests will need a trouble ticket submitted. To ensure your needs are met please indicate the following in your trouble ticket and check all that apply on this sheet.***

Promethean Board _____ Microphone _____ Apple TV _____ Speakers _____ Projector _____

IT Person _____ Help with connecting to Internet, Promethean Board etc. _____

Custodial

Custodian Needed _____ Start Time _____ End Time _____

Approval Signature of Principal _____ Date _____

Approval Signature of CFO _____ Date _____

District 34 Internal Building Usage Form – Additional Dates

<p>Fill in multiple dates for a series of events; if events are at a different building please use a separate form for each event.</p> <p>Principal will mark whether space is available.</p>	Date	Time In *	Time Out **	Available
				YES / NO
				YES / NO
				YES / NO
				YES / NO
				YES / NO
				YES / NO
				YES / NO
				YES / NO
				YES / NO
				YES / NO
				YES / NO
				YES / NO
				YES / NO
				YES / NO
				YES / NO
				YES / NO
				YES / NO
				YES / NO
				YES / NO
				YES / NO
				YES / NO
				YES / NO
				YES / NO
				YES / NO
				YES / NO

* Time in is the time the building will be unlocked for access by anyone in the group, including those setting up.
 ** Time out is the time it is anticipated that all participants using the building will exit the building after clean-up.