

# 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 \_\_\_\_\_ Please explain \_\_\_\_\_

**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

\* 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.