

**BPS Facility Use Procedure
Event Audit**

Name of Event _____

Date of Event _____ Event Leader _____

- Event leader(s) met with school personnel and had their BPS Facility Use Agreement User Responsibilities form signed and ready at the event.
- Event personnel were on time and organized.
- User responsibilities were followed.
- Event ended on time and event personnel were available for clean up responsibilities.
- Facility was left clean and ready for next use.

Please list any problems or concerns from this event: _____

- Group use satisfactory – allowed to apply for additional use.
- Group use unsatisfactory – future use under review.

Signature – School Leader

Date