

VICTOR VALLEY UNION HIGH SCHOOL DISTRICT

STAFF USE-STAFF MEETINGS OR STUDENT EVENTS ONLY

In-house events are; staff use of facilities, or student events. **All** outside visitors on campus are either In-House approved events or outside Use of Facilities, which require an approved use form and Certificate of Insurance. After hour events must have requestor, designee or custodian in attendance, for duration of the event. Site staff personal use of facilities, affiliated with clubs and the like, is **considered an outside event**, and requires a Use of Facilities form, and payment made accordingly. In the case of any incidents/accidents, General Use Incident Reports and Witness Statements are to be obtained immediately and forwarded to Risk Management.

Date \_\_\_\_\_ School Site \_\_\_\_\_

Requested by: \_\_\_\_\_

Work Telephone/Extension \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

**USAGE INFORMATION**

Facility/Room requested: \_\_\_\_\_

Activity \_\_\_\_\_

Dates(s) of Use: From: \_\_\_\_\_ To: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Saturday: From: \_\_\_\_\_ To: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Sunday: From: \_\_\_\_\_ To: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

After school hours, who will oversee this event? \_\_\_\_\_

Special Instructions \_\_\_\_\_

**The undersigned is responsible for the facility during the event. Undersigned must be site staff.  
Students may not complete this request or be the responsible party for a facility.**

Signature of Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Principal or Designee: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Placed on PAC Calendar: \_\_\_\_\_