

CARUTHERS HIGH SCHOOL FACILITIES USE REQUEST

Class/Club/Sport _____

Date Submitted _____

Person Requesting _____

Phone _____

Email _____

School Site _____

Activity _____

Group Size _____

Facility Requested:

- | | |
|---|---|
| <input type="checkbox"/> Media Center
<input type="checkbox"/> Gym
<input type="checkbox"/> Multipurpose Room
<input type="checkbox"/> Cafeteria
<input type="checkbox"/> Kitchen | <input type="checkbox"/> Baseball Field (JV Varsity CES)
<input type="checkbox"/> Softball Field (JV Varsity CES)
<input type="checkbox"/> Fairgrounds _____
<input type="checkbox"/> Barn
<input type="checkbox"/> Room# _____
<input type="checkbox"/> Other _____ |
|---|---|

Equipment Requested:

- | | |
|---|---|
| <input type="checkbox"/> Tables (Quantity _____)
<input type="checkbox"/> Chairs (Quantity _____)
<input type="checkbox"/> Food Requested (Breakfast Lunch Snack)
(Quantity _____) | <input type="checkbox"/> Bleachers Pulled Out
<input type="checkbox"/> Stage
<input type="checkbox"/> PA/MIC/Speakers
<input type="checkbox"/> Other _____ |
|---|---|

Event Name:	Date(s) Requested:	Start Time:	End Time:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Description of use/note:

Requestor's Signature Date

OFFICE USE ONLY	
Calendar	_____
Master Calendar	_____
Web Site	_____
Parent Square	_____
Gym/Barn	_____

Approval Signature Date

OFFICE USE ONLY	
EMAILED:	
Cafeteria	_____
Maintenance	_____
Media Center	_____
Activities	_____
Fairgrounds	_____

Please return to your site Principal's Secretary one week prior to need.