



Buffalo Lake-Hector-Stewart School District

Facilities/Equipment Use Request Form



Requesting Group/Individual _____ Date of Request _____

Activity Name _____

Requesting Group/Individual Contact Information: Contact Name _____

Phone _____

Email _____

Facilities Requested:

- Big Gymnasium
- Small Gymnasium
- Cafeteria
- Concessions
- Classroom
- Shop *Prior approval from IT
- Weight Room
- Classroom

Date for Setup (if applicable) _____

Timeframe for Setup (if applicable) _____

Door Opening Timeframe for Setup (if applicable) _____

Doors Opened for Setup (if applicable)

- East Doors
- Bus Loop Doors
- Courtyard Activity Doors
- South Gym Doors
- South Academic Doors

Will Food Be Prepared?

- Yes
- No

Date/s for Activity _____

Timeframe/s for Activity _____

What are your Technology Needs?

- Internet
- Projector
- Screen
- Lab Pack?
- Others _____

Door Opening Timeframe/s for Activity _____

Doors Opened for Setup (if applicable)

- East Doors
- Bus Loop Doors
- Courtyard Activity Doors
- South Gym Doors
- South Academic Doors

Custodial Service at \$20/hour

- Yes for _____ hour(s)
- No

Statement of Responsibility:

I, the requester for the use of school facilities &/or equipment, have read through the “Facilities & Equipment Use Instructions & Fees” document and I am aware of all obligations and responsibilities as well as potential fees. I, also, do agree to assume the responsibility for managing and properly supervising and chaperoning the above activity and will be accountable for any cost that might arise because of the use or damage of the facilities &/or equipment.

Name Printed _____ Signature _____ Date _____

To Be Completed by School District Personnel:

Any Fees Charged \$ _____

Activities Director _____

Date _____

Approved

Denied

Head of Maintenance _____

Date _____

Approved

Denied

Food Service Director _____

Date _____

Approved

Denied

Technology Coordinator _____

Date _____

Approved

Denied

Superintendent _____

Date _____

Approved

Denied