

COLONY HIGH SCHOOL

FACILITY USE FORM

Please Note: that approvals will be on a first come first serve basis. Please check the CHS webpage (Upcoming Activities: ArbitrLive) to see if there are any conflicts with the date you are requesting.

Organization Requesting the Facility Use: _____

Name of event: _____ Adult Sponsor/Coach//Booster

Circle purpose of event: Fundraiser Banquet Raffle Other: _____

Details of Fundraiser/Event: _____

Number of People Attending: _____ # of Adults: _____ # of Students: _____

Event Date(s): _____ Day(s): M T W Th F S Su

1. **After School Use:** Event Time(s): Start: _____ AM/PM End: _____ AM/PM

2. **During the School Use:** Period(s) the above facility will be used: 1 2 3 4 5 6 7 period

Circle the Location of Event: Commons Small Gym Large Gym Library Theater

Classroom(s): _____ Back Field Side Field Turf Field Other: _____

Setup date(s): _____ Setup time: _____ AM/PM to _____ AM/PM

If the Library, Kitchen, Theater, Small Gym or Big Gym will be used during the school day, you must have one of following staff signature. Mr. Mead/Dr. Burton/Mrs. Rentz (Theater), Mrs. Haase (Library), Mrs. Bailey (Kitchen) or PE Staff (Gravely, Magner, or Strabel)

Staff: (see above): _____ Date: _____

Event Organizer's Signatures:

Sponsor (adult): _____ Date _____

Student: _____ Date: _____

Cleanup Crew Information:

Staff supervisor(s) # _____ Parent volunteer(s) # _____ Student(s) # _____ Custodian(s) # _____

- *Cleanup to include the removal of all banners, posters, equipment, and area/equipment cleaned i.e. immediately after function.*
- *All trash is to be taken to the dumpster.*

Events held after custodian normal work hours will require a sub custodian to be hired @ \$25.00 per hour (min 4 hours) Brooke will notify your organization if a custodian will be required for this event.

Date Submitted for Approval: _____

Date Approved (Ewart): _____