

## Glencoe-Silver Lake School District Building Use Request Form

Today's Date: \_\_\_\_\_

Person Requesting the Space: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Purpose of Event/Event Title: \_\_\_\_\_ Date of the Event: \_\_\_\_\_

Time of Event: Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Set-up Time: \_\_\_\_\_

Approximate number of people who will attend event: \_\_\_\_\_

Building Requested:    ☐ GSL High School                      ☐ Lincoln Jr. High                      ☐ Lakeside Elementary  
                                 ☐ Panther Field House                      ☐ Helen Baker Elementary

Location Type:    ☐ Classroom                      ☐ Library/Media Center                      ☐ Gym(s)                      ☐ Auditorium  
                                 ☐ Pool\*                      ☐ Cafeteria/Commons area                      ☐ Kitchen\*  
                                 \*pool reservation required certified lifeguard and kitchen reservation requires licensed cook

List any comments about location (classroom #, number of gyms, etc.): \_\_\_\_\_

Equipment Needs:    ☐ TV/VCR                      ☐ Overhead                      ☐ LCD Projector                      ☐ Microphone  
                                 ☐ Podium                      ☐ Screen                      ☐ Use of light/sound                      ☐ Use of scoreboard  
                                 ☐ Table/Chairs - # requested \_\_\_\_\_

Additional equipment needs: \_\_\_\_\_

Staff Needs:            ☐ Lifeguard                      ☐ Cook                      ☐ Custodian

Any Additional Notes/Comments: \_\_\_\_\_

### *Community Education Office Use Only – DO NOT COMPLETE THIS BOX*

Date Request was Received \_\_\_\_\_ Date Request was Processed \_\_\_\_\_ Copy of Permit E-mailed \_\_\_\_\_