BUILDING USE/EVENT CALENDAR REQUEST FORM (revised 11/1/2025)

For use by faculty, staff and Region 14-affiliated organizations.
This form must be submitted a minimum of 72 hours prior to the event.
*Please note - use of facilities may incur a fee.

Requester Name: _____ **Club/Organization:** _____

Requester Signature: _____ **Date of Submission:** _____

Purpose for use of the facility:_____

Do you want this event posted on the Region 14 calendar on our website? Yes_____ No_____

Date of Activity: _____ **Estimated Attendance:** _____

Time of Event: From: _____ **To:** _____

Totally Time Facility is Needed (including set up, clean up and break-down):

From: _____ **To:** _____

Room(s)/Area(s) Requested:

☐ **Cafeteria** ☐ **Gym** ☐ **Stage** ☐ **Locker Room(s)** ☐ **LMC** ☐ **Other:** _____

☐ **Classroom(s):**_____ ☐ **Field(s):** _____

Equipment Needed/Quantity Needed:

☐ **Chairs** ☐ **Tables** ☐ **Bleachers** ☐ **Risers** ☐ **Extension Cords** ☐ **Audio** ☐ **Video** ☐ **Lighting**

☐ **Other:** _____

Describe setup if needed, if any:_____

_____

Approvals/Signatures Needed:

Yes ☐ **No** ☐ **Police Required (per principal) Contacted by** _____ **Date:** _____

Yes ☐ **No** ☐ **Fire Marshall Required (per principal) Contacted by** _____ **Date:** _____

Yes ☐ **No** ☐ **Athletic Director:** _____ **Date:** _____

Yes ☐ **No** ☐ **Director of Fine Arts:** _____ **Date:** _____

Yes ☐ **No** ☐ **Superintendent:** _____ **Date:** _____

Student Activity Coordinator: _____ **Date:** _____

Custodian: _____ **Date:** _____

Building Administrator: _____ **Date:** _____