



CARUTHERS UNIFIED SCHOOL DISTRICT IN HOUSE FACILITIES USE REQUEST



Class/Club/Sport _____

Date Submitted _____

Person Requesting _____

Phone _____

Email _____

School Site _____

Activity _____

Group Size _____

Facility Requested

- ☐ Media Center
- ☐ Gym
- ☐ Multipurpose Room
- ☐ Cafeteria
- ☐ Kitchen
- ☐ CES MPR
- ☐ CES Old Cafeteria

- ☐ Baseball Field (☐ JV ☐ Varsity ☐ CES)
- ☐ Softball Field (☐ JV ☐ Varsity ☐ CES)
- ☐ Park Field
- ☐ Fairgrounds _____
- ☐ Barn
- ☐ Room # _____
- ☐ Other _____

Equipment Requested:

- ☐ Tables (Quantity _____) ☐ Bleachers Pulled Out ☐ Stage ☐ PA/MIC/Speakers
- ☐ Chairs (Quantity _____) ☐ Bathrooms Open- Location _____
- ☐ Food Requested: ☐ Breakfast ☐ Lunch ☐ Snack & Quantity _____
- ☐ Other _____

Event Name:

Date(s) Requested:

Set Up/ Start Time:

End Time:

_____	_____	_____/_____/_____	_____
_____	_____	_____/_____/_____	_____
_____	_____	_____/_____/_____	_____
_____	_____	_____/_____/_____	_____

Description of use/note:

Requestor Signature _____

Date _____

CES Approval Signature _____

Date _____

CHS Approval Signature _____

Date _____

OFFICE USE ONLY

Calendar _____
Master Calendar _____
Web Site _____
Gym/Barn _____

OFFICE USE ONLY EMAILED:

Cafeteria _____
Maintenance _____
Activities _____
Fair Grounds _____

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