

# STAFF USE OF BUILDING REQUEST FORM

Staff Name: \_\_\_\_\_ Date Needed: \_\_\_\_\_

Time In/Set Up: \_\_\_\_\_ Time Out: \_\_\_\_\_

Event Begins: \_\_\_\_\_ Event Ends: \_\_\_\_\_

Area Requested: \_\_\_\_\_

White tables needed: Yes (how many) \_\_\_\_\_ No \_\_\_\_\_

Extra trash cans Yes \_\_\_\_\_ No \_\_\_\_\_

What doors need open: Front Commons

It is helpful to the custodial staff to have the area cleaned up to the best of your ability.

Room set-up is the requestor's responsibility.

Activity \_\_\_\_\_

Number Attending \_\_\_\_\_

PLEASE LEAVE THE ROOM THE SAME WAY YOU FOUND IT

~THANK-YOU

Comments \_\_\_\_\_

**Please turn this form into Stacy in  
the ASB office.**

----- Office use only -----

\_\_\_\_\_ Info given to Suzanne for Google Calendar

\_\_\_\_\_ Info put on School Dude