

TANQUE VERDE UNIFIED SCHOOL DISTRICT

Request for Use of School Facilities Form

Date: _____ Fundraiser: Yes No If Yes, is paperwork submitted to STUCO (High School Only) Yes No

Group/Organization: _____ Event: _____

Name of Sponsor: _____ Phone: _____ Email: _____

Date of Event: _____ Requested Area/Room: _____

Event Start/End Times: _____ Open/Close Times: _____

Approximate Number of Attendees: _____

An event plan must be developed with the school principal or designee of Operations for events held on non-school days.

Equipment & Other Needs (please check):

- ___ Audio/Visual ___ Audio ___ Heat/Air # Chairs ___
___ Podium ___ Flag ___ Open Gym Bleachers # Tables ___
___ Scoreboard ___ Stage ___ Projector Screen
___ Concession Stand ___ Kitchen ___ Special Lights (MPR or Auditorium)

Other Needs (please list):

Diagram of Set-Up for Activity:

Custodian Needed? Yes ___ No ___

Group/Organization Representative Signature: _____ Date: _____

Please Print your name: _____

Submit completed form to the office manager. A copy of this form signed by the school principal or designee will be returned to you and serves as reservation confirmation.

Office Use Only

Site Manager Signature: _____ Date: _____

Date on Calendar Cleared By: _____ Date: _____

Proof of Insurance: Yes ___ No ___ District Contract Required? Yes ___ No ___

Class Category: Class I ___ Class II ___ Class III ___ Class IV ___

Event Plan Attached: Yes ___ No ___ Notes: _____

Copies to: Sponsor ___ Custodial ___ A.V. ___ Facilities ___

Bookstore -- Fundraising Paperwork Received: Yes ___ No ___

District Office Administrator Signature: _____ Date: _____