

BUILDING USE FORM

APPLICANT

Name of Organization Girl' Volleyball Application Date 6-2-11
Date(s) of Activity Monday's 6-27-11 thru 8-15-11 Time of Activity: from 4:00pm to 8:30pm
Nature of Activity Summer Open Gym
Billing Address NA
Print Name _____ Address _____ Telephone _____
Admission will be Charged No Will not be Charged Will not be charged
School Building Requested EHS Gym
Area Requested Main Gym or Classroom(#) Requested _____
Bleachers Needed _____ Public Address System Needed _____
Piano Needed _____ Chairs Needed # _____
Other Equipment/Arrangements Needed _____
Signature _____

PRINCIPAL

() Approve Application - Forward to Athletic Director or Adult Education Director or Plant Manager.
() Disapprove Application - Telephone applicant and forward application to Plant Manager's Office
Comments regarding use or disapproval _____

ADULT ED. DIRECTOR ATHLETIC DIRECTOR

() Approve Application - Forward to Plant Manager.
() Disapprove Application - Telephone applicant and forward application to Plant Manager's Office
Comments regarding use or disapproval _____

PLANT MANAGER

() Approve Application () Disapprove Application
() Applicant will be telephoned and advised of decision and will be mailed a copy of application.
() Certificate of Insurance () Facility Fee
() Personnel Fee () Fees Waived
Comments: _____

INVOICE

Applicant Name _____ Address _____
Date of Activity _____ School Used _____
Personnel Fee Charge _____ Facility Fee Charge _____
Total Due \$ _____