

**OAK CREEK-FRANKLIN JOINT SCHOOL DISTRICT
In-District Facility Use Request**

Part 1 Directions: Staff member making request should fill out the following information.

Name: _____ Today's Date: _____

E-mail address: _____ Phone Number: _____

Building to be used: _____ Room(s): _____

Date(s) facility is needed: _____ Time set-up begins: _____

Time activity begins: _____ Time activity ends: _____

Purpose for using the facility: _____

Number of people participating in/attending the event: _____

Equipment that will be needed at facility *(check all that apply)*:

- | | | |
|--|---|------------------------------------|
| <input type="checkbox"/> microphone | <input type="checkbox"/> LCD projector/computer | <input type="checkbox"/> overhead |
| <input type="checkbox"/> large screen | <input type="checkbox"/> DVD/video projector | <input type="checkbox"/> CD player |
| <input type="checkbox"/> other <i>(please specify)</i> : _____ | | |

Set-up *(check one)*: school/program will do own set-up
 building staff at facility will need to do set-up

Set-up directions (e.g. number of chairs and/or tables, arrangement of chairs/tables, etc.) if building staff at facility will need to do set-up:

Send form to building principal at facility being requested.

Part 2 Directions: Building principal will complete the following and send copies to people checked below.

Building Principal's Signature: _____ Date: _____

Check one:

- Facility is available and has been reserved for the purpose noted above.
- Facility is not available at this time due to a conflict with our own school activities.

People informed *(check all that apply)*:

- Staff members normally assigned to the room(s) identified above
- Secretary who enters facility use on outlook for building
- Activities/Athletic director
- Custodian
- AV coordinator
- Sound coordinator