

Facility Usage Procedures

- 1) This form **MUST** be filled out at least one **WEEK** before any event.
- 2) This form must be emailed or printed and turned into the daytime school custodian.
- 3) If you choose **NOT** to clean the facilities yourself after the event, custodial services are required.
Note: Custodial services require a fee.
- 4) If you choose to clean the facilities yourself, then you must contact the daytime custodian for cleaning supplies.
- 5) During and after event, building doors must be locked and secure at all times. **(DO NOT PROP DOORS OPEN)**
- 6) All lights must be turned off when leaving the building.

ATTENTION: If this form is not filled out and submitted to custodian, the HVAC (heating, ventilation, & Air-condition/Cooling) will be in unoccupied mode during your event.

School Name:

Date of Event:

Start Time:

End Time:

Person Responsible:

Group Name:

I am requesting Custodial services:

I am declining Custodial services:

Areas/locations occupied during event

Please list below all areas of event such as hallways room NUMBERS and restrooms:

For Custodian use only:

Inspected By:

Date: