

BUILDING USE FORM

Klamath Union HS

(In-District)

PLEASE NOTE:

Building Use Forms
Need to be turned into the
Athletic Office at least
7 Days Prior to Event

DATE(S) OF USE: _____

NAME/ORGANIZATION: _____

AREA/ROOM TO BE USED: _____

REASON FOR USE: _____

☐ **Multi-Use Event** ☐ **Single Use Event**

Set up Time: _____

Event Start Time: _____

Event End Time: _____

Take Down: _____

Adult in Charge: _____ Cell # _____

Signature: _____ Date: _____

Media & Setup Needs:

- | | |
|--|--|
| ☐ Tables # ____ 4' ____ 6' | ☐ DVD Player (Aux Gym Only) |
| ☐ Chairs # _____ | ☐ Podium |
| ☐ Doors Unlocked | ☐ Projector |
| ☐ Hoops (Up/Down) | ☐ Microphone |
| ☐ Bleachers (Out/In) | ☐ Screen |
| ☐ Speakers (Gym Only) | ☐ Sound System |
| ☐ Score Clock | ☐ Floor Cover |
| ☐ Scoreboard | ☐ Restrooms |
| ☐ Concessions (Pel Court/Modoc) | ☐ Elevator |
| | ☐ Other _____ |

(Please draw a diagram of your set-up on a separate sheet for large events)

- ☐ **Calendar Clearance**
☐ **Conflict**

Office Use Only

ATHLETICS: _____ Date: _____

PRINCIPAL: _____ Date: _____

PLEASE RETURN TO THE ATHLETIC OFFICE

Revised: 5-25-23