

***PLEASE PRINT THIS FORM**

***PRINT FORM**

***FILL OUT PRINTED FORM**

***SUBMIT TO A CUSTODIAN**

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 PORP 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: