

# BUCKEYE VALLEY HIGH SCHOOL FACILITY USE FORM

Date(s) requested: \_\_\_\_\_

Date submitted: \_\_\_\_\_

Time requested: From \_\_\_\_\_ to \_\_\_\_\_

**The building administration determines facility use based on importance of event, number of students, date requested, etc.**

Sponsor/Organization: \_\_\_\_\_

Purpose/Activity: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Phone number: \_\_\_\_\_

**Please mark the facilities requested:**

\_\_\_\_\_ Library

\_\_\_\_\_ Auxiliary Gymnasium

\_\_\_\_\_ Cafeteria

\_\_\_\_\_ Main Gymnasium

\_\_\_\_\_ Classroom

**Equipment needed:** Sound system   
Bleachers

\_\_\_\_\_ Baron Hall

\_\_\_\_\_ Auditorium

|  |
|--|
| For Internal Use Only<br>Signature Required<br>Return to Main Office |
| S. Goble _____   |
| Custodian _____  |

**Equipment needed:** Microphones  Number \_\_\_\_\_

Chairs  Number \_\_\_\_\_

Screen  Podium

CD Player  Lighting

DVD/Projector

(You are to provide the computer)

|  |
|--|
| For Internal Use Only<br>Signature Required<br>Return to Main Office |
| P. Brunner _____   |
| P. Lyons _____   |
| Middle School _____  |

Other items \_\_\_\_\_

What part of the stage will you need?

Apron (in front of curtain)       ½ stage       Whole stage

**Please remember no food or drinks are permitted in the Auditorium!  
Please return this form to the main office when completed. Thank you.**