

EXHIBIT

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Note: All requests for use of property and/or equipment must be initiated with the campus principal to be involved in authorizing campus-level approval. The request will be forwarded to the District office for final approval/disapproval. In order to avoid conflict in use, please submit all requests *at least fourteen (14) days* prior to date of requested usage.

Checklist of Needs (part of application)

Custodial services needed.

Cook needed.

Special equipment needed: _____

Audiovisual equipment

Public address system

Scoreboard controls

Kitchen equipment

Concession stands equipment and keys

Stage equipment

Special school personnel

Chairs: Qty _____

Tables: Qty _____

Custodial services:

Open building.

Close building.

Extra time needed for extra cleanup needed _____

Custodial time needed to set up _____

Estimated number of hours _____

Total hours _____