

MONROEVILLE LOCAL SCHOOLS

BUILDING USE FORM

Date of Request _____

Person Making Request _____ Phone _____

Name of Group _____ Date of Activity _____

Purpose of Activity _____

Set-Up Time _____ Start Time of Activity _____ Ending Time of Activity _____

Building Level: _____ High School _____ Jr. Hi. _____ Elem. _____ Preschool

Area(s) to be Used _____

Equipment or Set-Up Needed _____

Applicant's Signature _____ Date _____

OFFICE USE ONLY

____ Approved Principal's Signature _____

____ Not Approved Date _____

____ Approved Athletic Director's Signature _____

____ Not Approved Date _____

____ Approved Maintenance Supervisor's Signature _____

____ Not Approved Date _____

____ Approved Superintendent's Signature _____

____ Not Approved Date _____

THIS FORM NEEDS TO BE APPROVED BY ALL OF THE ABOVE BEFORE EVENT CAN TAKE PLACE