

Oaklyn Public Schools

REQUEST FOR USE OF SCHOOL FACILITY

This form must be submitted to the Buildings & Grounds Office **SIXTY (60) DAYS** prior to the scheduled event to ensure availability, approval, and proper scheduling. Last minute requests may not be honored. Seasonal requests must adhere to the season due dates, as explained on the "REQUEST FOR USE OF SCHOOL FACILITY & FEES" (page 1 of this packet)

NAME/DESCRIPTION OF EVENT:		
DATE(S) of EVENT:	SET-UP TIME(S): _____ am/pm to _____ am/pm	EVENT TIME(S): _____ am/pm to _____ am/pm
INDOOR LOCATION(S) - Weekdays ONLY <input type="radio"/> Classroom(s) _____ <input type="radio"/> Café <input type="radio"/> Library <input type="radio"/> Gym		
OUTDOOR LOCATION(S) <input type="radio"/> Football Field <input type="radio"/> Softball Field <input type="radio"/> Oaklyn School Baseball Field <input type="radio"/> GP Athletic Field		
SPECIFIC AREA(S) IN ABOVE LOCATION(S):		
Please list Facility Requirements below: <i>NOTE: Any TECH needs should be submitted via ZenDesk</i>		
GROUP SPONSORING EVENT:		
CONTACT PERSON:	CELL #:	EMAIL ADDRESS:

Group Sponsor: _____ Date: _____ Bldg. Principal: _____ Date: _____ Tech Dept.: _____ Date: _____ Buildings & Grds: _____ Date: _____ AS for Bus. & Oper.: _____ Date: _____	B&G Office/Tech Only Fees: No / Yes - Group II \$ 300 Paperwork Received: Yes / No ZenDesk Request: Yes / No Entered in Calendar: _____ Date: _____
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