

FACILITY EVENT REQUEST FORM for GLENOAK

Date of Event: _____

Name of Event: _____

Name of group using facility: _____

Contact person who will be present for the event: _____ Cell: _____

Contact person for public: _____ Phone: _____ Flyer Available _____

Email: _____ Website link: _____

Event SET-UP time: _____ Event START time: _____

Event TEAR DOWN time: _____ Event END time: _____

Applicant's signature: _____ Date submitted: _____**Areas of the building being used for the event:**

<input type="checkbox"/> A108 (COMP)	<input type="checkbox"/> B101	<input type="checkbox"/> C101	<input type="checkbox"/> D101	<input type="checkbox"/> M108	<input type="checkbox"/> L206 (VIDEO)
<input type="checkbox"/> A109	<input type="checkbox"/> B104	<input type="checkbox"/> C104	<input type="checkbox"/> D104	<input type="checkbox"/> M112	<input type="checkbox"/> L207 (VIDEO)
<input type="checkbox"/> A110	<input type="checkbox"/> B105	<input type="checkbox"/> C105	<input type="checkbox"/> D105	<input type="checkbox"/> M114	<input type="checkbox"/> P104 (LIGHT)
<input type="checkbox"/> A111	<input type="checkbox"/> B106	<input type="checkbox"/> C106	<input type="checkbox"/> D106	<input type="checkbox"/> M116	<input type="checkbox"/> P108
<input type="checkbox"/> A112	<input type="checkbox"/> B109	<input type="checkbox"/> C108 (COMP)	<input type="checkbox"/> D108 (COMP)	<input type="checkbox"/> M122	<input type="checkbox"/> P116
<input type="checkbox"/> A116 (COMP)	<input type="checkbox"/> B110	<input type="checkbox"/> C109	<input type="checkbox"/> D109	<input type="checkbox"/> M123 (COSMO)	<input type="checkbox"/> P122 (BLACK BOX)
<input type="checkbox"/> A201	<input type="checkbox"/> B110	<input type="checkbox"/> C110	<input type="checkbox"/> D110	<input type="checkbox"/> M129 (COSMO)	<input type="checkbox"/> P134 (BAND)
<input type="checkbox"/> A204	<input type="checkbox"/> B112	<input type="checkbox"/> C111	<input type="checkbox"/> D111	<input type="checkbox"/> M147	<input type="checkbox"/> P138
<input type="checkbox"/> A206	<input type="checkbox"/> B113	<input type="checkbox"/> C112	<input type="checkbox"/> D112	<input type="checkbox"/> M149	<input type="checkbox"/> P146
<input type="checkbox"/> A208 (COMP)	<input type="checkbox"/> B201	<input type="checkbox"/> C113	<input type="checkbox"/> D113	<input type="checkbox"/> M207	<input type="checkbox"/> P149 (CONST)
<input type="checkbox"/> A209	<input type="checkbox"/> B204	<input type="checkbox"/> C114	<input type="checkbox"/> D201	<input type="checkbox"/> M208	<input type="checkbox"/> W104 (WEIGHT)
<input type="checkbox"/> A210	<input type="checkbox"/> B205	<input type="checkbox"/> C201	<input type="checkbox"/> D204	<input type="checkbox"/> M212	<input type="checkbox"/> W105
<input type="checkbox"/> A211	<input type="checkbox"/> B206	<input type="checkbox"/> C204	<input type="checkbox"/> D205	<input type="checkbox"/> M214	<input type="checkbox"/> W106
<input type="checkbox"/> A212	<input type="checkbox"/> B208 (COMP)	<input type="checkbox"/> C205	<input type="checkbox"/> D206	<input type="checkbox"/> M215	<input type="checkbox"/> W115 (TRAINING)
<input type="checkbox"/> A213	<input type="checkbox"/> B209	<input type="checkbox"/> C206	<input type="checkbox"/> D208	<input type="checkbox"/> M221	<input type="checkbox"/> Dressing Room-Men
<input type="checkbox"/> Piazza	<input type="checkbox"/> B210	<input type="checkbox"/> C208 (COMP)	<input type="checkbox"/> D209	<input type="checkbox"/> M223 (PHOTO)	<input type="checkbox"/> Dressing Room-Women
<input type="checkbox"/> Stadium	<input type="checkbox"/> B211	<input type="checkbox"/> C209	<input type="checkbox"/> D210	<input type="checkbox"/> M226	<input type="checkbox"/> Auditorium
<input type="checkbox"/> Stadium Concession	<input type="checkbox"/> B213	<input type="checkbox"/> C210	<input type="checkbox"/> D211	<input type="checkbox"/> M229	<input type="checkbox"/> Theater Hallway
<input type="checkbox"/> Main Office Conf	<input type="checkbox"/> B214	<input type="checkbox"/> C211	<input type="checkbox"/> D212	<input type="checkbox"/> M231	<input type="checkbox"/> Main Commons
<input type="checkbox"/> Student Desk		<input type="checkbox"/> C212	<input type="checkbox"/> D213	<input type="checkbox"/> M233	<input type="checkbox"/> Main Commons Concession
		<input type="checkbox"/> C213	<input type="checkbox"/> D214	<input type="checkbox"/> M237	<input type="checkbox"/> Main Gym
		<input type="checkbox"/> C214	<input type="checkbox"/> D217/D218	<input type="checkbox"/> M239	<input type="checkbox"/> Aux. Gym

Building Needs:

Custodian Needed? YES NO Hours needed: _____

Number of Tables: _____ 6' or 8' : _____ Number of chairs: _____ Flag needed? YES NO

Concession Stand Use: YES NO Kitchen Use: YES NO Flex Wall OPEN CLOSED

Guests will enter through door (*circle all that apply*) Door 17 (Student Entrance) Door 1(Main Office) Door 7

Special needs or requests for consideration: _____

Technology needs: _____

Podium needed? YES NO Projection screen: UP DOWN Wireless Mic (*how many*) _____ NO

FACILITY REQUEST PROCEDURE
Internal/District-Related Group Request

Please DO NOT print signs, flyers and schedules or promote a program until your request is entered on the calendar and approved by administration.

All internal/district related groups wishing to use the facilities at GlenOak High School should follow the following procedures:

- Fill out the form and return at least 2 weeks prior to your event and needs. Please keep in mind the building is shared with many community partners, several other schools, athletics, school clubs and organizations. In order to have your request processed, the sooner you apply for an area, the more likely the date, location and time will be available.
- In order to schedule the building correctly and successfully meet your program needs, please check the areas for equipment needs, audio visual needs and custodial needs.

Return the form to the correct person listed below:

ARTS, COMMUNICATIONS, BUILDING EVENTS, STAFF MEETINGS, COUNSELOR EVENTS, BOOSTER CLUBS, AUDITORIUM & PERFORMING ARTS EVENTS AND ORGANIZATIONAL EVENTS

- Forms to Michelle Morehouse in Main Office (M140), Mailbox or scanned to morehousem@plainlocal.org

SPORTING EVENTS, COACHES/PARENT & PLAYER MEETINGS, SPORTS BOOSTER CLUBS

- Forms to Tim Beitler in Athletic Office (L113) athletic mailbox or scanned to beitlert@plainlocal.org

COMMUNITY PARTNERS / PUBLIC INTEREST GROUPS FOR COMMUNITY EVENTS & PROGRAMS

- These are directed to Steve Monte. He can be reached at 330-492-1918 or by email at montes@plainlocal.org. The building rental contracts and liability policy agreements can be obtained from Steve.

APPROVAL: *The event and date listed above is approved as written or with any changes noted above.*

Is contract needed YES NO Contract received from _____ Date _____

Event entered into Dynacal by: _____ Date: _____

Event declined by: _____ Reason _____

Event approved by GOHS administrator: _____ Date: _____