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:

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

Building Needs:

Custodian Needed? YES  NO  Hours needed: __________________________

# of Tables: _____  6’ or 8’ : _____  Number of chairs: _____  Table Skirting: _____  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 Alison Pickering in the Curriculum Department or scanned to pickeringa@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 the Business Office, which can be reached at 330-492-3500 or by email at frisbeem@plainlocal.org. The building rental contracts and liability policy agreements can be obtained from Mary.

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: ___________