

SEQUOYAH PUBLIC SCHOOLS  
 MASTER CALENDAR REQUEST/REQUEST FOR USE OF SCHOOL FACILITIES

TODAY'S DATE \_\_\_\_\_

DATE OF USE \_\_\_\_\_ START TIME \_\_\_\_\_ END TIME \_\_\_\_\_

*Note: If the same function will be done on multiple dates, please include a separate page with each date noted.*

PURPOSE FOR USE OF FACILITY (I.E. BOOSTER MEETING) \_\_\_\_\_

REQUESTING ORGANIZATION \_\_\_\_\_

REPRESENTATIVE/SPONSOR NAME \_\_\_\_\_

REPRESENTATIVE/SPONSOR DAYTIME PHONE \_\_\_\_\_

***There will be a custodial charge for events requiring clean-up.***

FACILITY REQUESTED: (CHECK ONLY ONE)

- ELEMENTARY LIBRARY
- MIDDLE SCHOOL LIBRARY
- HIGH SCHOOL LIBRARY
- OLAN GRAHAM FIELD HOUSE
- VO-AG BUILDING
- CLAREMORE PAC (**contact Claremore PAC for scheduling facility**)
- OTHER \_\_\_\_\_

LOWER ELEMENTARY CAFETERIA	Will you be using the kitchen?	YES	NO
MIDDLE SCHOOL CAFETERIA	Will you be using the kitchen?	YES	NO
MID-HIGH CAFETERIA	Will you be using the kitchen?	YES	NO
HIGH SCHOOL CAFETERIA	Will you be using the kitchen?	YES	NO

**If use of kitchen is requested, you will be contacted by the Child Nutrition Director for confirmation of needs.**

EQUIPMENT NEEDS

- SOUND SYSTEM
- PROJECTOR SCREEN
- LAPTOP (SCHOOL PERSONNEL ONLY)
- INTERNET (SCHOOL PERSONNEL ONLY)
- TABLES
- CHAIRS

	FOR OFFICE USE ONLY	
REQUEST APPROVED	YES	NO
IN-HOUSE CUSTODIAL CLEAN UP SCHEDULED	YES	NO
SITE ADMINISTRATOR SIGNATURE\DATE		