



Equipment and/or Facilities Use Request

"Internal School Organizations"



School Equipment and Building Use Request(s) must be submitted to the Visitor's Center no less than one week prior to the date of the of equipment use or event date. Two weeks prior if request is on a Saturday or a Sunday.

"Students must have Adult Supervision for both set up and clean up"

(Chaperones: High School Dances must have at least five chaperones, including a minimum of two males and two females.)

Person in charge, Requested by, Contact Person: Night and Daytime Phone#(s) WO# Date of Request: Organization: Date(s) of Activity: Activity Name: Area/ Room to be used:

Check all that apply:

Actual Activity Hours: Actual Time In Bldg.: AM or PM Actual Time Out of Bldg.: AM or PM Monday Tuesday Wednesday Thursday Friday Saturday Sunday - Series of day(s) Single day weekly monthly Total Participants Expected: Adults: Children: Is there a setup Diagram attached? Yes or No Is this a School Sponsored Activity? Yes or No. If yes, name of school trained person for A.E.D.: Is an admission fee charged? Yes or No. If yes, what are the proceeds are used for? Will you be using the school kitchen? Yes or No Is any other equipment requested? Yes or No (check list below) Are refreshments being served, give details:

Organization or Individual

Contact Person Signature: Date:

Equipment Checklist:

PA system Podium Microphones Microphone Stands - (list location of stands): Movie/ Projector Screen Projector Computer- If using computer is internet hook up needed? Y or N Bleachers # of Tables # of Folding Chairs Other (list other): Piano Music Stand Ladder (size 6ft, 8ft, 10ft) Extension Cord - (Size Power Strip)

Kitchen Area Used:

Stove/ Ovens Refrigerator Freezer Dishwasher Sinks Pots and Pans Utensils Serving Line # of Trash Can Recycling Bin(s) Other (please list):

Outside Area Used:

Parking Lot(s) Soccer Field(s) Playground Baseball/ Softball Fields Courtyard Bus Garage Electricity Needed (110v 220v) Water Hose Needed

Approval:

HS, MS, ES - Principal Signature: Date Approved: Cc: Principal-HS, MS, ES, Athletic Director Food Service Manager Superintendent of Buildings and Grounds Business Office Calendar Approved/ Date:

"Firearms, Tobacco, Alcohol, and/or Illegal Substance Use is Prohibited on Cincinnati Central School Property."

"Cincinnati Central School - Striving to meet children's needs, awaken their minds and touch their hearts."

