

**CENTENNIAL HIGH SCHOOL
FACILITIES REQUEST FORM**

DATE: _____

PERSON MAKING REQUEST: _____

ACTIVITY: _____

FACILITY NEEDED: _____

DATE/DATES NEEDED: _____

TIME NEEDED (INCLUDE SET-UP & TAKE DOWN TIME):

START TIME: _____ ENDING TIME: _____

TIME OF EVENT:

START TIME: _____ ENDING TIME: _____

FOOD IS ALLOWED ON FIRST FLOOR ONLY-FOOD IS NOT ALLOWED IN CLASSROOMS

SPECIAL REQUESTS: (I.E. FURNITURE, ELECTRICAL, TABLES, SCREENS, EXTENSION CORDS

CIRCLE IF NEEDED & HOW MANY: MICROPHONES _____ TV/VCRS _____

EXTRA CLASSROOMS _____ PODIUMS _____ OVERHEADS _____

SPONSORS RESPONSIBILITIES:

1. Complete this form and submit to Activities Director for approval. Facilities are scheduled on a first come first serve basis following scheduled school events, (i.e. academics, athletics, music.)
2. Supervision of those in attendance (Administrative assistance if needed.)
3. Clean up after the event – to be coordinated with Head/Night Custodian.

CUSTODIAL RESPONSIBILITIES:

1. Locking and unlocking facilities according to the times listed above.
2. Having the facility clean and ready for use.
3. Working with the sponsor on any special needs.
4. Having restrooms, entries, hallways, etc. clean and free of extra equipment at time of facility use.

****ANY CHANGES NOTIFY ACTIVITIES DIRECTOR AS SOON AS POSSIBLE****

SPONSOR

ACTIVITIES DIRECTOR