

Blue Oak Charter School
Facility Use Application

*For internal Blue Oak Staff and Blue Oak Parent Use - Not for raising funds
Applications need to be submitted 5 day in advance of date(s) requested to the Executive Assistant*

CONTACT PERSON / NAME OF APPLICANT: _____

I HAVE CHECK THE COMMUNITY CALENDAR FOR CONFLICTS WITH THIS EVENT (CIRCLE): Yes No

IDENTIFY YOURSELF AS ONE OF THE FOLLOWING (CIRCLE): Teacher/Staff Blue Oak Parent

EMAIL ADDRESS: _____

PHONE NUMBER: _____

DESCRIPTION OF USE (Circle): Class Meeting Event Other: _____

ROOMS REQUESTED (Circle):

Great Room Kitchen Library Classroom(s) _____ Band/Meeting Other: _____

TITLE OF EVENT: _____

REQUESTED DATE(S) OF USE: _____

REQUESTED TIME(S): _____

ESTIMATED # OF PARTICIPANTS: _____

PLEASE CIRCLE ALL THAT APPLY:

- Food will be served Extension cords needed Request help with setup
- Request help with cleanup Cash Box needed Equipment needed: _____

EVENT WILL TAKE PLACE (CIRCLE): during school hours after school hours

PROCEDURES FOR CLOSING THE SCHOOL (for after hours use)

- Ensure two people remain on campus.
- Walk the building and check the following:
 - ◆ Exterior doors are locked and closed tight
 - ◆ Lights are turned out
 - ◆ Food items have been disposed of properly
- Ensure front doors are locked upon your final exit

STAFF MEMBER RESPONSIBLE FOR LOCKUP: _____

My signature certifies that I shall be a responsible leader during this event. I will notify the appropriate administrative staff of any incidents and / or issues that occur during the event. I will lead my event attendees in upholding all school rules and policies. I will make sure the procedures for closing the school are followed. I am aware that any cancellation of my event must be made at least 24 hours in advance.

APPLICANT'S NAME: _____ APPLICANT'S SIGNATURE: _____

DATE OF APPLICATION: _____

FOR OFFICE USE ONLY

School Administrator Approval Signature _____ Date: _____

____ Event put on School Calendar ____ Applicant notified ____ School Calendar shows no conflicts