

Blue Oak Charter School

Facility Use Application - External Applicant

*External Applicant: Girl/Boy Scouts, Societies, Organizations outside Blue Oak School
Applications need to be emailed 5 day in advance of date(s) requested to the Executive Assistant*

CONTACT PERSON / NAME OF APPLICANT: _____

IDENTIFY YOURSELF AS ONE OF THE FOLLOWING (CIRCLE):

Teacher/Staff Blue Oak Parent Stakeholder Community Member External

EMAIL ADDRESS: _____

ADDRESS: _____

PHONE NUMBER: _____

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

ROOMS REQUESTED (Circle):

Great Room Kitchen Library Classroom
Band/Meeting Other: _____

REQUESTED DATE(S) OF USE: _____

REQUESTED TIME(S): _____

ESTIMATED # OF PARTICIPANTS: _____

TITLE OF EVENT: _____

PLEASE CIRCLE ALL THAT APPLY:

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

CONTACT OR AFFILIATION WITH BLUE OAK SCHOOL: _____

STAFF PERSON RESPONSIBLE FOR CLOSING THE SCHOOL: _____

My signature certifies that I shall be responsible for any damage sustained on the school premises, furniture, or equipment during the date/time of my use of the facility; that I shall be responsible for all injuries and/or losses during the date/time of my use fo the facility; and that the areas used will be returned to the condition they were in when I arrived. I am aware that any cancellation of my reservation must be made at least 24 hours in advance.

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

APPLICANT'S ORGANIZATION: _____ DATE OF APPLICATION: _____

FOR OFFICE USE ONLY

School Administrator Approval Signature _____ Date: _____

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