

# Blue Oak Charter School

## Facility Use Application - Internal

*For internal Blue Oak Staff and Blue Oak Parent Use - **NOT FOR FUNDRAISING***  
*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 Other

EMAIL ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

DESCRIPTION OF USE (Circle): Class Meeting Event Other: \_\_\_\_\_

ROOMS REQUESTED (Circle):

Great Room Kitchen Library Classroom(s) \_\_\_\_\_ Meeting Room 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 SIGNATURE: \_\_\_\_\_ APPLICATION DATE: \_\_\_\_\_

Notes:

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***FOR OFFICE USE ONLY***

- Blue Oak School/Community Calendar shows no conflicts with this request for use
- Event put on School Calendar/Community Calendar
- Applicant notified

**School Administrator**

Approval Signature: \_\_\_\_\_

Date: \_\_\_\_\_