

RAVENNA PUBLIC SCHOOLS - INTERNAL ACTIVITY/BUILDING USE

(Staff members requesting use of their building during regular custodial hours.)

NOTE: This form must be turned into the office no later than one week prior to the activity date. This completed form and all necessary accompanying paperwork must be submitted with the responsible person's signature. Please brief all group members and chaperons on policies and responsibilities pertaining to this activity.

Request for Student Activity Only
 Using Building Only High School Middle School Beechnau Elementary
 Both Custodial Assistance Needed

Date of Activity _____ Building _____

Time of Activity _____ Explain _____

Location/Room # _____

Title of Activity _____

Group Involved _____

Involved _____

Kitchen Needed
Submit "Kitchen Use" Form

Transportation Needed
Submit "Transportation Request" Form

Student Class Time Will be Interrupted
Submit "School Related Absences" Form

Staff Person Responsible for Event

An Announcement Is Needed to Notify
Staff Members of this Activity

PRINCIPAL APPROVAL

Date Received: _____

Approved Not Approved

Explanation: _____

Principal's Signature Date

Copies to: Advisor
 Athletic Director
 Building Custodian
 Kitchen
 Maintenance
 Media Center/Library
 Transportation

Make copies and distribute to appropriate departments.