

NEW PRAIRIE HIGH SCHOOL STAFF & COACHES BUILDING USAGE FORM

Please print

_____ request the use of the following:
(PERSON RESPONSIBLE)

Auditorium Library Gym Aux. Gym Cafeteria Cougar Den
 Weight Room Pool Classroom (indicate classroom number _____)

Other facility: _____

***When** you use the cafeteria for a banquet, or team gathering with food being served, please comply with the following guidelines:

- A) Notice "Food not prepared by New Prairie United School Corp Food Service" Sign must be displayed. These are available in the Athletic/Activities office.
- B) Cover all tables that are being used. Paper is available on portable rack kept in the Library work room.
- C) Please do not put Cooler on tables, and NO sitting on table tops.
- D) Remove all garbage to dumpsters, and reline cans (double bagged)
- E) Wash tables after use with bleach water (custodian will provide)
- F) Clean all spills & litter from floors.

Please plan ahead to make it easier for you to comply by the rules set forth. If the cafeteria is left in a mess, a custodial fee will be charged to you as deemed necessary by the Lead Custodian.

****Pool** usage must have a certified life guard on deck NO EXCEPTIONS.

*****Any** area requested must be supervised by an Adult at all times.

******Auditorium usage must have a performing arts member present at your event to ensure lights, and other equipment is available for your use. YOU are responsible to assist in keeping auditorium clean.**

DATE(S) REQUESTED:

DAY OF WEEK	DATE	TIME INDICATE A.M. OR P.M.

To be used for: _____
(INCLUDE NAME OF ORGANIZATION & PURPOSE)

I will need the following services &/or items provided by the custodial staff (please be specific, for example: number of chairs, tables, microphone, location you need items):

Please sign: _____ today's date _____
Person Responsible for Usage Request

Approved for use by:

_____ Activities/Athletic Director Date: _____
 _____ Lead Custodian Date: _____
 _____ Principal Date: _____
 _____ Food Service Director Date: _____
 _____ Performing Arts Date: _____

*NOTE : This form does not replace the Community Use Building form. This is for school/team related use only. When all signatures are acquired please return to Kathy Mitchell.