



SCHOOL REQUEST FOR BUENA FACILITY

(Request will not be approved unless the guidelines on the back of this form are signed)



(School Organization)/Name of SVPS Person Responsible)

Phone: _____ Email: _____

Date(s) of event: _____ During school hours After-hours

What is the nature and purpose of use? _____

Will event/activity assistance be required* ?

BHS Administrator Yes No Sch/Comm Office Yes No Custodial Services Yes No

Please check the Buena facility(s) requested

List the hours of event (include set-up, take-down, and clean-up)

	Start Time	End time		Start Time	End time
Cafeteria	_____	_____	Lecture Pod (5101)	_____	_____
Library	_____	_____	Theatre Pod (5102)	_____	_____
Classroom	_____	_____	Main Theatre	_____	_____
Rm# _____			OTHER AREA(s)	_____	_____

Audio/Visual

- LCD Projector (w/VGA – VGA cable)
- PowerPoint computer
- DVD Player
- VCR Player
- TV
- Portable Projector Screen

Sound system *

- (larger systems require Sch/Comm support)
- 1 wired microphone w/straight stand
- 1/8" input cable for personal device input
- CD player

* - may require school employee on site during event & add'l charges

Additional Notes/Comments/Requests

FOR OFFICE USE:

Approved – no charges* Denied

Approved w/charges \$ _____

Buena High School Administrator

Date

* - BHS/User group acceptance of facility responsibility, security and cleanup in lieu of custodial services. Charges may apply after event if deemed necessary.

_____ date received by School/Community Office

Contract # assigned _____

GENERAL RULES/REGULATIONS

- Non-compliance with rules and regulations may result in facility usage privileges being suspended or revoked.
- Organization leaders are responsible for ensuring that all building rules /regulations are enforced by their group.
- Doors shall remain locked at all times and shall not be propped open. A representative of the organization shall monitor entry doors and allow only members of the group into the building.
- Fire exits, doorways and hallways are to be kept passable at all times.
- Organization is responsible for the safety and conduct of participants and spectators.
- Organization accepts the building in "as is" condition and it is the responsibility of the Organization to inspect areas used for damage or dangerous conditions. It is the responsibility of the Organization to notify a building administrator of any damage or dangerous conditions found on the premises.
- Tables, chairs, desks and other furniture or equipment shall be returned to their original order at the conclusion of event/activity.
- Boisterous conduct, profane or other improper language will not be tolerated.
- Gambling is prohibited on District property.
- Alcohol, marijuana, drugs, and weapons (guns, knives, and other dangerous weapons) are not allowed on SVPS properties at any time..
- Smoking and the use of tobacco products (including e-cigarettes) are prohibited on SVPS properties.
- Alterations to the facility are prohibited without prior approval. This may include such things as signs, props, using masking tape on walls and floors, etc
- Groups using school facilities are responsible for maintaining the general appearance and cleanliness of the areas used, including cleaning and returning the facility area used to the order in which it was found. SVPS reserves the right to recover the cost of custodial, lost, broken or damaged items that occur during the use of the facility.
- Organizations are required to remove at their expense, decorations, materials, and equipment, furnishings or trash left after use of school facilities.
- The use of facilities shall be restricted to those spaces and times specifically covered in the request and does not include arranging for A/V or other equipment. Please coordinate directly with school personal for those items (ie: library for media cart)
- Use of Buena cafeteria requires the following after-event protocol (custodial charges may apply if necessary):
 - Clean/Wipe tables, fold tables, stack chairs, sweep floors, mop floors where needed, empty garbage to dumpsters (by tennis courts), replace used trash bags

I certify that I have read and agree to comply with the above Rules and Regulations for use of Buena facility.

Print Name

Signature

Date

FOR OFFICE USE

After-action comments: