



IN-DISTRICT REQUEST FOR BUENA FACILITY

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



Organization/Applicant _____

Primary contact: _____

Telephone: (work) _____ (cell) _____ E-mail _____

What is the nature and purpose of use? _____

Will event/activity assistance be required* ?

BHS Administrator YES NO School Community Office YES NO Custodial Services YES NO

* additional fees may apply for personnel

Please check the Buena facility(s) requested

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

Hours/Days/Dates

Cafeteria _____

Library _____

Classroom _____

Rm# _____

Lecture Hall (5101) _____

Little Theatre (5102) _____

Main Theatre _____

OTHER AREA(s) _____

Audio/Visual

Projector

DVD Player

Sound system *

PowerPoint computer

TV Projector Screen

Additional Equipment

Chairs # _____

Tables # _____

Lectern

(larger systems require Sch/Com support)

1 wired microphone w/straight stand

1/8" input cable for personal device input

Additional Notes/Comments/Requests

FOR OFFICE USE:

Approved – no charges*

Denied

Approved w/charges \$ _____

Buena Administrator

Date

School Community Manager

Date

_____ 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: