

Wm. Chrisman High School
APPLICATION FOR APPROVAL OF IN-BUILDING USE

THIS FORM MUST BE SUBMITTED 2 WEEKS BEFORE REQUESTED DATE

Today's Date: _____ Name of individual completing form: _____

Email address: _____ phone: _____

Name of organization, class or club making application: _____

Date(s) of activity: _____ Day(s) of activity: _____

(Each date requested must be listed by date and day)

Room(s) needed: _____

(Food and drink must be approved in advance and some rooms may restricted)

Time facility is needed: Open _____ Close _____

Time activity will begin: Open _____ Close _____

Describe activity or program: _____

How many attendees? _____ Will parking be needed? _____

Will someone from organization be available to direct attendees to room? _____

What equipment is needed and/or special arrangements?

Signature of faculty who have agreed to attend and supervise this activity.

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |

RETURN THIS FORM TO:

Greg McGhee, Chrisman HS Activities Director
1223 N. Noland Road
Independence, MO 64050
Telephone: 816-521-5355
Fax: 816-521-5608

APPROVAL

Greg McGhee: _____

Date placed on calendar: _____

PLEASE READ INSTRUCTIONS ON THE BACK OF THIS FORM

Building Use Suggestions and Policies

- Reservations are not entered until the Building Use Form is completed and received.
- Fill out the Building Use Form completely.
- Use time (not blocks).
- When entering dates please give specific dates and days (not 2nd Tuesday of the month).
- Give detailed set up information.
- 1st come – 1st serve. However, the administration reserves the right to move rooms and/or times to accommodate school activities and the greatest use of facilities.
- The group reserving the cafeteria for banquets or other events may be asked to use own labor to set up the room. The custodians will tear down.
- Audio and/or visual set ups may be limited. When possible, use own equipment and labor to set up.
- Every effort will be made to accommodate requests. Advance notice and avoiding last minute changes is helpful.