

Instructions

1. Before scheduling an event, check the master calendar to see if the date and facility are available.
2. Get the appropriate form and complete. Turn in to the office.
3. Be sure to complete the form with special instructions for room set-up, equipment needed, etc. This form will also be given to the custodian with your instructions.
4. The principal will approve the form. You will be notified of any changes.
5. The office clerk will update the master calendar and add your event.

Eureka Union School District
Excelsior School - Master Calendar/Facility Use Request

- Event/Field Trip: _____
Date of Event/Field Trip: _____
- Contact Person and Phone: _____
- Facilities Requested: Multipurpose room_____ Stage_____
Kitchen_____ Library_____ P-3_____
5th grade multipurpose_____
- Time Requested (include set-up and clean-up time): _____
Start Time of Event: _____
- Number of Students: _____ Number of Adults: _____
- Purpose/Equipment Needs/Room Set-up:

Signature and Date: _____

(Instructions on the back)

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SCHOOL OFFICE USE

Approved: _____

Denied: _____

Comments/Reason for Denial:

Signature of Principal: _____

Date: _____

PLEASE RETURN COMPLETED FORM TO THE OFFICE