

Aptos High School
FACILITY REQUEST

Date of Request _____

Organization Requesting Facility _____ Contact Person _____

Contact Phone _____ E-mail _____

Purpose _____ Date(s) _____ AM/PM

Facility/Room Requested _____ Use Time _____ # Attending _____

IMPORTANT INFORMATION

Any facility use requiring custodial help is subject to a minimum of 2 hours of custodial overtime to be paid for by the requesting group.

Initial here of acceptance
(mandatory for approval) _____

1. All athletic and gym usage **MUST BE APPROVED BY THE ATHLETIC DIRECTOR.**
2. Cooking room use **MUST BE APPROVED BY THE TEACHER BEFORE USE AND OVERTIME WILL BE CHARGED FOR CLEANING.**
3. Classroom use **MUST HAVE THE CLASSROOM TEACHER'S APPROVAL.**
4. PAC usage is to be **SCHEDULED WITH LUKE HESS.** (831) 728-7832, Ext. 5120
5. Outside organizations will need to **provide proof of liability insurance** before use of the facility.
6. Outside organizations using Dilfer Field will be required to also complete the Dilfer Field use agreement form.

EQUIPMENT/SERVICES NEEDED **SPECIAL SET-UP**

- | | | | | |
|--------------------------------------|---|---|---|---|
| <input type="checkbox"/> Microphone | <input type="checkbox"/> Projector/Screen | <input type="checkbox"/> Custodial Services | <input type="checkbox"/> Bleachers Put In | <input type="checkbox"/> Table(s)# _____ |
| <input type="checkbox"/> Tv/Apple TV | <input type="checkbox"/> Podium | <input type="checkbox"/> Restrooms Opened | <input type="checkbox"/> Bleachers Pulled Out | <input type="checkbox"/> Chair(s) # _____ |
| <input type="checkbox"/> Whiteboard | <input type="checkbox"/> PC/MAC adaptors | <input type="checkbox"/> Open/Close Doors | | |

SPECIAL SET-UP (Describe) _____

INTERNAL USE ONLY

All requests must be completed a minimum of 10 working days prior to usage.

- | | | |
|--|--|--|
| <input type="checkbox"/> Form Completed | <input type="checkbox"/> Event Entered on Electronic Calendar | <input type="checkbox"/> Calendar Approved |
| <input type="checkbox"/> Facility Approved | <input type="checkbox"/> Facility Denied (<i>Facility not available</i>) | |

Approving Official _____ Date _____