

DISTRICT BUILDING REQUEST FORM
CRIPPLE CREEK-VICTOR RE-1

Needs to be completed for all events-custodians need this information

Date Submitted for Request: _____

***** Must be in three weeks before the scheduled activity**

***** School activities (Athletics, plays etc.) take precedence over non-school activities**

Name of Group: _____

Purpose for use: _____

Contact Person: _____

Phone: _____ Email: _____

Person on Site: _____

Inclusive dates of use: _____ to _____

Time of Event: _____

Day(s) of the week needed: M T W TH F S

School:

CRESSON *

____ Gym Area

____ Conference Room

____ Art Room

____ Kitchen

____ Cafeteria

____ Other: _____

HIGH SCHOOL * (Any activity requiring the use of the school facilities)

____ Gym Area

____ Cafeteria

____ Hallways

____ Cooking Area

____ Weight Room

____ Wrestling Room

____ Art Room

____ Football Field

____ Baseball Field

____ Classrooms: Number: _____

____ Other: _____

***Use is restricted to those areas checked.**

**** Children will be supervised at all times.**

Custodian Needed: YES NO

Set up needed: _____

Special Equipment: _____

Athletic Director Signature: _____ Date: _____

Principal Signature: _____ Date: _____

CC: AD, Principal, Custodian