



**CUSTODIAL/MAINTENANCE REQUEST FORM FOR ACTIVITIES AND ROOM USAGE**

**\*\*FORM MUST BE COMPLETED AT LEAST 10 DAYS PRIOR TO THE EVENT\*\***

Form Completed By: \_\_\_\_\_ Date Form Completed: \_\_\_\_\_

Date and Time of Event: \_\_\_\_\_ Instructor/Sponsor: \_\_\_\_\_  
(Beginning time and end time)

Activity: \_\_\_\_\_

Area Being Used: \_\_\_\_\_  
(PLEASE BE SPECIFIC ABOUT AREA/AREA(S))

Entrance Being Used: \_\_\_\_\_

Open Doors/Time: \_\_\_\_\_  
(PLEASE BE SPECIFIC IF TIME TO SET UP AND OPEN DOORS ARE DIFFERENT)

Table/ Chairs/ Equipment Needed:     YES     NO    If Yes, please complete below:  
\_\_\_\_\_

Custodians Needed:     YES     NO    If Yes, please state why needed:  
\_\_\_\_\_

Security/Police/Parkers:     YES     NO    If Yes, please specify:  
\_\_\_\_\_

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_

***YOUGH SCHOOL DISTRICT is not responsible for any damage, theft, injury or loss that may occur to requesting organizations property or person while using YOUGH SCHOOL DISTRICT facilities. The requestor and the group/organization they represent are responsible for the care and maintenance of all YOUGH SCHOOL DISTRICT PROPERTY.***

Approval  
\*Building Administrator \_\_\_\_\_ Date \_\_\_\_\_

\*Buildings/ Grounds Supervisor \_\_\_\_\_ Date \_\_\_\_\_