

BUILDING USE FOR GREAT MILLS STAFF

Our school is used by the community quite often. Please fill out and submit this form anytime you are going to use your room, or any other area of the building, after 3:10 PM.

Name of staff person requesting use _____

Group or organization _____

Today's date _____ Date(s) requested _____

Purpose _____

Area of building requested _____

Start time _____ End time _____

- ❖ **Check availability of area requested on www.viewmyschedule.com before submitting this form. (*Please keep in mind events are tentative until the signed building use form is returned to you. Tentative events are not viewable on the web site.**
- ❖ **Turn in this form to Ms. Henley after it is completed. Date received _____**
- ❖ **Your request is officially approved when you receive a copy of this form *signed by Ms. Henley*. This is a process which may take several days, so the sooner you turn in your form, the better.**

___ Ms. Smalt (Availability approval) _____

❖ **Please forward to the next checked person.**

___ Mr. Armstrong approval _____ Date _____

___ Ms. Graham (Media Center use) _____ Date _____

___ Ms. Lefave (Auditorium use) _____ Date _____

___ Ms. Hickey (Cafeteria use) _____ Date _____

___ Other (Please specify) _____ Date _____

___ Ms. Henley – Approved _____ Date _____