

# Browerville Public Schools

## Building Use Request Form

Today's Date: \_\_\_\_\_

Date of Building Use: \_\_\_\_\_ Event Start Time: \_\_\_:\_\_\_ Event End Time: \_\_\_:\_\_\_

Entrance Door to be used: \_\_\_\_\_ Door Open: \_\_\_:\_\_\_ Door Locked: \_\_\_:\_\_\_

Name of Group: \_\_\_\_\_

Person in Charge: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

Area(s) or Room(s) to be used: \_\_\_\_\_

Approximate Number of People to attend: \_\_\_\_\_

Custodian Needed: \_\_\_\_\_ Yes \_\_\_\_\_ No

Signature of Person Requesting: \_\_\_\_\_

Administrator Approval: \_\_\_\_\_

**NOTE:** If the Browerville Public School has a late start, early out or closes school the activity scheduled during that time will not be held. Please call 320-594-2272 with any questions.

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Route To: Superintendent: \_\_\_\_\_ Admin. Secretary: \_\_\_\_\_

Head Custodian: \_\_\_\_\_ Sponsor of Request: \_\_\_\_\_