

# Building Request Form



Please complete this form at least two weeks prior to the event and share with Aggie Arnold ([aarnold@kUSD.edu](mailto:aarnold@kUSD.edu)).

If you are requesting large quantities of items to be ordered from KUSD (ex: chairs, tables, etc.), you must submit this form two months before the event to allow for delivery time. Availability of district items are at the discretion of KUSD.

**You will be notified by a KTEC staff member once this request is approved.**

Name of Event: \_\_\_\_\_

Event Participants: \_\_\_\_\_

All requests should be broken down by: event, campus, grade, teacher, date and time.

Date of event: \_\_\_\_\_ Requested Campus: \_\_\_\_\_ **KTEC East** \_\_\_\_\_ **KTEC West**

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_ Entrance Door #: \_\_\_\_\_

Custodial Set Up Date/Time: \_\_\_\_\_ Custodial Take Down Date/Time: \_\_\_\_\_

Areas of the building to be used: **PLEASE NOTE: PAINT AND FOOD PRODUCTS MAY NOT BE USED IN CERTAIN AREAS.**

<input type="checkbox"/> Cafeteria <input type="checkbox"/> Innovation Lab <input type="checkbox"/> Locker Rooms <input type="checkbox"/> Kitchen <input type="checkbox"/> Classroom (be specific) <input type="checkbox"/> Other (describe): _____	<input type="checkbox"/> Gymnasium <input type="checkbox"/> Music Room <input type="checkbox"/> Band Room <input type="checkbox"/> Hallway (where) _____	<input type="checkbox"/> Library <input type="checkbox"/> Art Room <input type="checkbox"/> Teacher's Lounge	<input type="checkbox"/> Community Partnership Room <input type="checkbox"/> Auditorium <input type="checkbox"/> Outside Areas
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Purpose of event:

**Equipment Needed** - Fill in all applicable information (include any kitchen appliances you will be using)

Item	# needed	Size	Additional Information about item

- For club or other group activities, please have each student’s phone number readily available. You are responsible for walking the students to their parents/guardians after your event and staying with them until a parent arrives. Please contact the parent for any issue.
- AT NO TIME will students be without adult supervision. Students will not be allowed to roam or play in other areas before or after the function.
- No one is allowed into any areas not listed and approved on this form.
- KTEC facilities will be left in the same condition they are found in, including cleaning up and returning any moved furniture (fees will apply for any damage).
- KTEC equipment and supplies will not be used unless specified and approved on this request form.
- All information about this event/activity may be shared on the KTEC AT A GLANCE and should be submitted to **Rita F. Davis (rfdavis@kUSD.edu)** for approval and distribution no later than the Wednesday before the event.
- If there is not a scheduled custodian during the time of the event/activity, you may be asked to pay for the custodians' additional hours (\$40.08/hour).
- Illegal games of chance are not permitted. Smoking is prohibited at all school buildings and on all school property. Possession/use of intoxicants, controlled substances or weapons is prohibited.
- KTEC may need to cancel or reschedule your event/activity if the facilities are needed for a KTEC school function.
- In an attempt to accommodate as many of our KTEC families' requests as possible, availability and usage of either campus may be limited.
- Use of the rooms may be limited, due to scheduled meetings, etc.
  - Please be aware that KTEC is an older building and has been ‘grandfathered in’ and has no elevators or ramps. The West Campus gym is wheelchair accessible via the back (north) parking lot.
  - Any activity, club, scout program, athletic event, fundraising or any event that will be held at KTEC must have all potential awards or recognition approved by our administration at least 4 weeks in advance or any ceremony, banquets or end of event or end of year event, recognition or celebration. Mock or [‘fun’] awards are strictly prohibited.
  - Please note that any monies raised for any fundraising activities must be submitted to the main office as soon as possible. All fundraising money is nonrefundable.

**I have read and agreed to the above statements:** \_\_\_\_\_

**Assistant Principal Approval:** \_\_\_\_\_

**Date Received:** \_\_\_\_\_ **Date Approved:** \_\_\_\_\_