

Yreka Union High School District
USE OF FACILITIES REQUEST FORM

Access to facilities outside normal classrooms needs to be approved by the School Administrative Assistant. A facilities request form must be processed for use; ie student union, old cafeteria area, old kitchen area, gym time after school, sports fields etc. Completed Form to be turned into the Administrative Assistant for processing.

Name of Employee requesting facilities: _____

For What Activity: _____

Facilities requested: _____

Number of Attendees: _____

Dates Requested _____

Times Requested: _____

Employee Signature

(initials of Administrative Assistant)

Approval by: _____

District Superintendent

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Tech Desk Request_____

Posted to Master Calendar _____