



# Franklin High School



## Use of Building & Master Calendar Submission Form

Event/Activity Title: \_\_\_\_\_ Location: \_\_\_\_\_

Date(s): \_\_\_\_\_ Event Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

One time Event     Weekly     Bi-Weekly     Monthly

Target audience: \_\_\_\_\_ Number of Participants \_\_\_\_\_

Adult responsible: \_\_\_\_\_ Is this a Fundraiser? Yes \_\_\_\_\_ No \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Brief description: \_\_\_\_\_

### Guidelines:

- Contact classroom teacher if you will be using their room.
- Contact custodians for special needs or set up instructions.
- Posters around school: Posters require Administration approval.
- MUST have a responsible adult present at the event or activity.
- Event Coordinator is responsible for production and equipment needs.
- Custodial services require additional costs on weekends.

### MUST DO Checklist:

- Check FHS Calendar & Outlook Calendar for availability. <http://www.pps.k12.or.us/schools/franklin>
- Complete this form and place in **Dennis Joule** mailbox in front office or email copy to [djoule@pps.net](mailto:djoule@pps.net)
- Are you requesting an Administrator at this event? Yes \_\_\_\_\_ No \_\_\_\_\_
- Are you requesting Campus Security (There is a cost for this service.) Yes \_\_\_\_\_ No \_\_\_\_\_

➤➤ **Event Coordinator will receive an email to communicate approval or denial**

### Office Use Only

**APPROVED: Administration** will reserve facility and/or enter event onto master calendar.

\_\_\_\_\_  
**Administrator Signature**

\_\_\_\_\_  
**Date**

CUB# (if needed) \_\_\_\_\_

**DENIED: Administration** will provide brief explanation for denial of event.

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