



Environmental Charter School Event Form

Date: _____

EVENT INFORMATION

Complete the following information and return this form to the Facility Director at the District Administration Office located at the Middle School

Event Name/Description	
Event Date	

School Facility	Space(s) Requested (circle one)			
Primary School	Cafe	Gym	Classroom(s)	Playground
	Other			
Intermediate School	Cafe	Gym	Classroom(s)	Parking Lot
	Other			
Middle School	Cafe	Gym	Classroom(s)	Parking Lot
	Other			

SET UP INFORMATION

Set-up Time	Event Start Time	Event Ending Time	Clean-up Time
Estimated Number Attending			



EQUIPMENT NEEDS

Number of Tables	Number of Chairs	Trash Receptacles	Recycling Containers	Power Cords

Other Equipment Needs (Attach separate sheet of paper or instructions if necessary)	
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CONTACT INFORMATION

Contact Name	
Contact Number	
Contact Email	

FACILITIES

Completed (Date)	
Completed By	
How Long	

At the completion of the event, please return this form to the Facility Director at the District Administration Office located in the Middle School.