

Parent Association Site Usage Checklist

Please submit completed form to Debra Mitchell in the business office.

Event/Activity: _____ Date of Event: _____

Location/Room(s) to be used: _____

Event Coordinator/Person Responsible: _____

Phone: _____ Email: _____

Event Start/End Time: _____ Est. Attendance: _____

Event Coordinator Time of Arrival: _____ Time of Departure: _____

Person responsible for disarming and rearming security system (if after hours): _____

Is the event on the School calendar? _____

To assist you in planning for the event, please check all items requested for your use:

- Cash box + receipt book (amount of start-up \$ required? _____)
- TV/DVD
- LCD projector
- Screen
- Stage
- Podium
- Sound system
- Extension cord
- Tables (quantity? _____)
- Chairs (quantity? _____)
- Easel
- Trash & Recycling bins
- Ceramic plates (quantity? _____)
- Tablecloths
- Coffee urn
- Coat rack
- Parking signs
- Custodian on site (rate of \$25/hr. will be considered an event expense during non-school hours only)

Important Notes for the Event Coordinator!

- The event coordinator is responsible for purchasing consumables and disposable products for the event (e.g., cups, napkins, paper plates, coffee/tea, sugar, creamers, stirrers, etc.) However, we invite you to “shop” the school’s storage room first to see if any items are available from previous events.
- While the school is happy to deliver the checklist items to your event location, it is your responsibility to coordinate event set-up, tear-down, and clean-up efforts.
- Please contact Debra Mitchell if you would like a “walk-through” prior to the event so you are familiar with various components of the school (e.g., storage room, security system, gym lighting/spot lights, electrical panel locations, housekeeping closets, tools, trash bags, etc.)
- Please do not seek assistance directly from our custodian or housekeeping staff. Requests for assistance or additional work must go through the school office. Thank you!!!

Additional Requests/Comments: