



OAKTON HIGH SCHOOL

BUILDING USE FORM

Group Name _____ **Date of Application** _____

For Non-OHS events you will receive a separate invoice of billed items based upon this application.

Date(s) of Activity _____

Number of people projected to attend _____

Type of Activity _____

Is organization a nonprofit type? Yes No Do you have a 501c3 form on file? Yes No

Are you collecting fees at the event? Yes No

Contact Information:

Name _____ Email: _____

Address: _____

Phone Number: _____

Time Entering Building _____ Time Leaving Building _____

(Billed for 1 hour past end of event)

Start Time of Actual Event/Meeting/Performance _____

(Be sure to include set up and clean up time)

Space Requests

- | | |
|---|--|
| <input type="checkbox"/> Auditorium | <input type="checkbox"/> Classroom (list all that apply) |
| <input type="checkbox"/> Dressing Rooms | <input type="checkbox"/> Main Gym |
| <input type="checkbox"/> Lecture Hall | <input type="checkbox"/> Aux Gym |
| <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Other: |

Personnel Requests: (Note all non-OHS events required a supervisor and will be charged fees for custodians.)

Also use of the auditorium will result in billing of a technician.)

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Faculty Supervisor | <input type="checkbox"/> Sound Tech |
| <input type="checkbox"/> Custodian | <input type="checkbox"/> Student Tech |

Item(s) Requests:

(Please indicate any special set-up required including microphones, chairs, etc.)

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Tables _____ | <input type="checkbox"/> Podium _____ |
| <input type="checkbox"/> Chairs _____ | <input type="checkbox"/> Pianos _____ |
| <input type="checkbox"/> Microphones _____ | <input type="checkbox"/> Other _____ |

Building Use Guidelines:

- ✓ No food allowed in rooms
- ✓ Rooms must be left in the same condition as they were found.

Saturday Use (for Teachers only) This form is due **Wed** prior to the Saturday of usage.

- ✓ Enter building by door 6 as early as 8 am. Leave building by 12 pm.
- ✓ Check in with custodian on duty upon entering and leaving

The undersigned agrees to pay applicable fees above and certifies that he or she is familiar with, and will abide by, current FCPS Regulations 8420, Community Use of School Facilities, and the Regulations Governing Use of School Facilities listed on the reverse side of this application form. The undersigned shall be liable for any and all claims or damages resulting from use of the school facility, including but not limited to damage to School Board property by the user, and costs, fees and damages resulting from the user's failure to comply with any federal, state or local law, regulation or other requirement. The undersigned shall ensure the prompt and proper adjustment of all such claims.

You will be charged for additional hours and extra items that are not on the original contract.

Signature _____ Position _____ Date _____

For activity personnel use only

DSA Signature _____ Bld. Use. Coordinator Initials _____

Date _____ Approved _____ Denied _____ Reason: _____

School Dude Entry _____ Invoice Number _____ (attached) Month of Use _____

REC Cancellation _____ Balance _____ Re-occurring Use _____