Building Request Form: must be filled out completely and submitted to Kristen Kief (kkief@kusd.edu) at least two weeks before the event.

If you are requesting large quantities of items to be ordered from KUSD (ex: chairs, tables, etc.), you must submit form 2 month before the event to allow for delivery time. Availability of district items is at the discretion of KUSD. You will be notified once the request is approved.

Name of Event: ________________________________________________________________

Date: ____________________ Requesting to use: ____ KTEC East ____ KTEC West

Contact Person (name, email, phone number) __________________________________________

Set Up Time: ____________________ Event Time: ____________________ Clean Up Time: ____________________

Areas of the building to be used:

- Cafeteria
- Innovation Lab
- Locker Rooms
- Kitchen
- Classroom (be specific)
- Other (describe):

- Gymnasium
- Music Room
- Band Room
- Hallway (where)

- Library
- Art Room
- Teacher’s Lounge

- Community Partnership Room
- Auditorium
- Outside Areas

Purpose of event:

- Sports
- Scouts
- Club (describe):
- Other (describe):

- PTSC Event
- Performance
- Meeting
- 8th Grade Fundraiser
- Student Council

Equipment Needed - Fill in all applicable information (include an kitchen appliances you will be using)

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• **AT NO TIME** will students/children be without adult supervision
  (*students/children will not be allowed to roam or play in other areas before or after the function*)

• No one is allowed into any areas not listed and approved on this form

• KTEC facilities will be left in the same condition they are found in, including cleaning up and returning any moved furniture (fees will apply for any damage)

• KTEC equipment and supplies will not be used unless specified and approved on this request form

• All information about this event/activity being sent home in Wednesday folders will be submitted to Kristen Kief (kkief@kusd.edu) for approval and distribution **no later than the Friday before**.
  (Information will only be sent home with students in Wednesday folders)

• If there is not a scheduled custodian during the time of the event/activity, you may be asked to pay for the custodians’ additional hours ($40.08/hour)

• User shall assume full liability for any personal injury or property damage arising in connection with the event

• Illegal games of chance are not permitted. Smoking is prohibited at all school buildings and school property. Possession/use of intoxicants, controlled substances or weapons is prohibited.

• KTEC may need to cancel or reschedule your event/activity if the facilities are needed for a KTEC school function

• In an attempt to accommodate as many of our KTEC families’ requests as possible, availability and usage of either campus may be limited

I have read & agree to the procedures above: ____________________________________________

Assistant Principal Approval: __________________________________________________________

Date Received: ________________ Date Approved: ________________