

Building Request Form:

This form must be filled out completely and submitted to Holly Zbilut (hzbilut@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 this form two months before the event to allow for delivery time. Availability of district items are at the discretion of KIUSD. You will be notified by our custodian once the request is approved.



Name of Event: _____

Who is to be invited to this event: _____

[Teachers – please specify request by grade, teachers’ classrooms, dress rehearsal vs. actual event, etc. E.g. Spelling Bee request form, if possible, would be broken down by campus, grade, teacher, date and time.]

Date of event: _____ Requested Campus: _____ **KTEC East** _____ **KTEC West**

Contact Person: _____ Email: _____ Phone: _____

Event Start Time: _____ Event End Time: _____ Custodial Set Up Time: _____

Areas of the building to be used: **PLEASE NOTE: PAINT AND FOOD PRODUCTS MAY NOT BE USED IN CERTAIN AREAS.**

<input type="checkbox"/>	Cafeteria	<input type="checkbox"/>	Gymnasium	<input type="checkbox"/>	Library	<input type="checkbox"/>	Community Partnership Room
<input type="checkbox"/>	Innovation Lab	<input type="checkbox"/>	Music Room	<input type="checkbox"/>	Art Room	<input type="checkbox"/>	Auditorium
<input type="checkbox"/>	Locker Rooms	<input type="checkbox"/>	Band Room	<input type="checkbox"/>	Teacher’s Lounge	<input type="checkbox"/>	Outside Areas
<input type="checkbox"/>	Kitchen	<input type="checkbox"/>	Hallway (where)	_____			
<input type="checkbox"/>	Classroom (be specific)	_____					
<input type="checkbox"/>	Other (describe):	_____					

Purpose of event:

<input type="checkbox"/>	DC-8 th Grade	<input type="checkbox"/>	Social	Club (Please describe): _____	
<input type="checkbox"/>	Scouts	<input type="checkbox"/>	PTSC	<input type="checkbox"/>	Meeting (Please describe): _____
<input type="checkbox"/>	Sports	<input type="checkbox"/>	Student Council	<input type="checkbox"/>	Performance (Please describe): _____
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

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

Item	# needed	Size	Additional Information about item

- **Please make sure you have each student's phone number for your club or activity. You are responsible for walking the students to their parents/guardians after your event and staying with them until a parent arrives. Please contact the parent for any issue.**
- 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 on all 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.
- Use of the Community Partnership Room at West will be limited due to scheduled meetings, etc.
- Please be aware that KTEC is an older building and has been 'grandfathered in' and has no elevators or ramps. The gym is wheelchair accessible via the back (north) parking lot.

I have read and agreed to the above statements: _____

Assistant Principal Approval: _____

Date Received: _____ **Date Approved:** _____