

NEHS BUILDING USE FORM

200 Silver Lane, Eugene, OR 97404 – PH: 541-790-4500 – FX: 541-790-4440

Event Date(s): _____ Room/Area: _____

Usage Ongoing? No ___ Yes ___ → → → Start Date: _____ End Date: _____

Day(s) of the Week: Mon Tue Wed Thur Fri Sat Sun

Start Time (including set up): _____ End Time(including clean-up): _____

Equipment Needed: _____

Tech Needed? No ___ Yes ___ → → → Type: _____

Food? No ___ Yes ___ → → → Type: _____

Attendance #'s: Participants: ___ Spectators: ___ Adults: ___ Youth: ___

Event Description: _____

Contact Info

Name: _____

Phone: _____

E-Mail: _____

IMPORTANT: In order to ensure the reservation of your space in available areas, this form must be turned into the main office at NEHS, 48 hours in advance of the event. If the event is to take place in an athletic area, 72 hours are required.

Emergency Contacts:

1. June Blackwell, Lead Custodian: 541-954-3727
2. Scott Mayers, Assistant Principal: 541-953-9743
3. Iton Udosenata, Principal: 541-912-2383

Office Use Only

___ Approved ___ Denied

___ Entered into Calendar

___ Date Approved

Signature

Responsibilities

1. Sign in/out on the appropriate alarm system clipboard.
2. Make sure no doors are propped open at any time.
3. Ensure no food and/or drinks are in the gym or auditorium at any time.
4. **Supervision of ALL minor youth at ALL times.**
5. Event set up/cleanup
 - a. Leave space as it was when you arrived, don't leave any items behind.
 - b. Wash tables & stacks chairs, sweep floors.
 - c. Place trash/cardboard in garbage receptacles
 - d. Turn off all electronic equipment and lights
 - e. Close & lock doors
 - f. Sign out on alarm system clipboard
6. Check alarm system and arm it if you are the last one in the building.

NOTE: Please be sure to request any tables/chairs that you need for your event as well. If you need long tables, we must receive this request 2 weeks in advance as they must be ordered in.

I have read and agree to the above responsibilities:

Signature