

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 Thurs 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, 2 weeks in advance of the event. If the event is to take place in an athletic area, 3 weeks are required.

Emergency Contacts:

1. June Blackwell, Lead Custodian: 541-954-3727
2. Scott Mayers, Assistant Principal: 541-953-9743
3. Trinity Welch-Radabaugh, Principal: 541-914-6408

Office Use Only

___ Approved ___ Denied

___ Entered into Calendar

___ Date Approved

Signature

18/07/20 SR

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 the 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 & Date Submitted