

FOR INTERNAL USE ONLY

Oak Park and River Forest High School

Staff Application for Use of School Facilities and/or Fields

Date application submitted: \_\_\_\_\_ Date confirmed application returned: \_\_\_\_\_

Activity/organization: \_\_\_\_\_

Applicant: \_\_\_\_\_ Extension: \_\_\_\_\_

We wish permission to use the following OPRFHS school facilities (check appropriate boxes):

- Auditorium, Little Theatre, Student Center, North Cafeteria, South Cafeteria, Faculty Cafeteria, Classroom (room no.), Lecture hall (room no.)

Athletic facility / field \_\_\_\_\_

Type of activity \_\_\_\_\_

Date(s) requested: from \_\_\_\_\_ to \_\_\_\_\_
Month / day / year Month / day / year

Days needed (please circle): S M T W Th F S

We wish to enter the facility at: \_\_\_\_\_ am / pm (circle), and will vacate by \_\_\_\_\_ am / pm (circle).

Note: the times reserved for your organization will be the only times your group is allowed to use the designated facility.

Adult in charge: \_\_\_\_\_ (must remain with your group during entire scheduled rental time)

Equipment needed: \_\_\_\_\_

Setup needed: \_\_\_\_\_

No. of participants: \_\_\_\_\_ No. of anticipated audience/spectators: \_\_\_\_\_

Will you have an admission charge or donation box? [ ] Yes [ ] No Do you plan to sell concessions? [ ] Yes [ ] No

Do you plan to serve food? [ ] Yes [ ] No

Note: All food served or sold must be arranged by, and purchased through, the OPRFHS Food Services Dept. Please contact Micheline Piekarski, Food Service Director, at ext. 3142.

OAK PARK AND RIVER FOREST HIGH SCHOOL OFFICE USE ONLY

[ ] Approved \_\_\_\_\_ Date \_\_\_\_\_ [ ] Approved \_\_\_\_\_ Date \_\_\_\_\_
Department Director for requested facility Director of Food Service

[ ] Approved \_\_\_\_\_ Date \_\_\_\_\_ [ ] Approved \_\_\_\_\_ Date \_\_\_\_\_
Director of Buildings and Grounds Chief Financial Officer

