



Bloomfield Schools
Bloomfield HS/Mesa Alta JHS
Facility Request Form

DATE SUBMITTED: _____

Facilities Available for use:
Bloomfield HS

- Auditorium
- Commons
- Classrooms
- Gyms (North or Main)
- "H" Building
- Home Economics**
- Library**
- Practice Fields
- Stadium

Mesa Alta JHS

- Practice Fields
- Gyms (Main or Aux)
- Cafeteria
- Commons

Date Requested _____ Time Beginning _____ Time Ending _____

Organization Name _____ Telephone number _____

Organization Name _____ Type of activity: _____

Equipment Requested: _____

Reservation Priorities:

- Instructional Classes
- Scheduled Interscholastic Sport/Activities
- Continuing Education Classes
- Other Activities Approved by Administration

- Use of locations marked with** require prior approval by Con. Sci. Teacher, Student Nutrition or Librarian
- Submission of a facility request does not guarantee facility request approval.
- Applicant is required to contact the athletic office at 634-3407 to verify approval
- Do not advertise the event until written final approval is received
- Applicant is required to verify at least ONE WEEK prior to event that venue is scheduled and that no changes have been made to request.
- ALL school facilities are weapon, alcohol, drug and tobacco free. There are NO EXCEPTIONS
- Children under 17 must be accompanied by an adult at all times
- Applicant is responsible for the safety and behavior of the people participating in activity and agrees to hold Bloomfield Schools
- Restroom facilities are not provided for sports fields
- Applicant is responsible for securing the building, turning *off* all lights, windows, etc. and securing exit doors & windows
- Food Service: Approval through Bloomfield Student Nutrition Program PRIOR to event
- Custodial charges *will* be computed at custodian's time and one half rate, including benefits for nights, week-ends and holidays and is due the date of event
- The cost of damage to buildings, grounds and equipment will be computed at replacement cost and will be billed to group requesting use.
- The superintendent or his designee will reserve the right to waive any or all fees.
- Use of extra equipment (tables, chairs, bleachers, matting, microphones, etc.) needs to be arranged by applicant.

****Special fees may apply**

Type of Activity:

- Regular Club/Organization Meeting _____ Approximate number expected
- Instructional _____ Approximate number expected
- Special Event _____ Approximate number expected

Will food/drink be served) YES NO Will items be available for sale? YES NO

Custodian Requested: YES NO if yes for how many hours? _____

I have read all requirements and regulations and agree to abide by such for myself and/or my organization.

Applicant Signature Date: _____

Prior Approval: Con. Sci. Teacher _____ Date. _____
 Student Nutrition _____ Date _____
 Librarian. _____ Date. _____

CLEANING DEPOSIT ___ YES ___ NO

FACILITY USE CHARGE AMOUNT _____

Final approval: APPROVED _____ DENIED _____

Facility Coordinator: _____ Date: _____