

Elk County Catholic High School
600 Maurus Street
St. Marys, PA 15857
Approval Form for Building Usage

Association/Group_____

Function_____

Date(s) Event_____ **Setup**_____ **Cleanup**_____

Time(s) Event_____ **Setup**_____ **Cleanup**_____

Number of people expected to attend _____

Name of Person in charge _____ **Phone** _____

Name of Second in charge _____ **Phone** _____

What facilities will you need to use:

Cafeteria _____ **Auditorium** _____ **Old Gym** _____ **New Gym** _____

Classrooms _____ **Track/Field** _____ **Chapel** _____

Will there be alcohol served _____

(Students are not permitted to attend or help if there is)

Who will be responsible for cleanup and lockup? _____

Do you need a janitor _____

Is there anything else we need to know about your function?

Thank you! Your cooperation in filling out this form will help us to better serve you and hopefully eliminate any problems with the use of our facility.

The Administration of Elk County Catholic High School

(Signature of Approval)

(Date)

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Athletic Facility/Auditorium Usage Form

Athletic Facility Usage

What Athletic facility will you be using:

Old Gym _____ New Gym _____ Track/Field _____

What areas do you need access to:

Locker rooms/showers _____ Equipment Rooms _____ Referee Room _____

What equipment do you need to use (balls, nets, score boards, etc.)

Will you need to use the sound system _____

Is there anything else that the Athletic Director needs to know about your function

Auditorium Usage

What areas of the auditorium will you need to use:

Main stage area _____ Lower stage _____

What equipment will be required for your function:

Lighting _____ Sound System _____ Projection Screen _____

Person who will be in charge of running technical equipment _____

Is there anything else that we need to know about the auditorium usage

(Signature of Approval)

(Date)

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Chapel Usage

What priest will be doing the Mass _____

How many hosts will you need? _____

Will you need to use the choir microphones _____

Is there anything else that we need to know about the chapel usage

(Signature of Approval)

(Date)