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NOTES

Prospect School
2017-2018
BUILDING USE PLANNER

EVENT _____

DAY / DATE OF EVENT _____ Start Time _____ End Time _____

Contact Name/Phone _____

<p style="text-align: center; font-weight: bold; font-size: 1.2em;">ORGANIZATION</p> <ul style="list-style-type: none"> <input type="checkbox"/> P T O <input type="checkbox"/> Clarendon Hills Park District <input type="checkbox"/> In District Organization <input type="checkbox"/> Out of District Organization <input type="checkbox"/> Other _____ 	<p style="text-align: center; font-weight: bold; font-size: 1.2em;">LOCATION</p> <ul style="list-style-type: none"> <input type="checkbox"/> Gym Only <input type="checkbox"/> MPR Only <input type="checkbox"/> GYM & MPR <input type="checkbox"/> MRC <input type="checkbox"/> Classroom <input type="checkbox"/> Playground
<p style="text-align: center; font-weight: bold; font-size: 1.2em;">SET UP</p> <ul style="list-style-type: none"> <input type="checkbox"/> Day of Event <input type="checkbox"/> Day Before Event <input type="checkbox"/> Custodial Assistance 	<p style="text-align: center; font-weight: bold; font-size: 1.2em;">INSURANCE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Insurance Form on File
<p style="text-align: center; font-weight: bold; font-size: 1.2em;">FURNITURE & TECH NEEDS</p> <ul style="list-style-type: none"> <input type="checkbox"/> # of Chairs _____ <input type="checkbox"/> # of Lunch Tables _____ <input type="checkbox"/> # of Regular Tables _____ <input type="checkbox"/> Extension Cords / How Many? _____ <input type="checkbox"/> MIC & Stand <input type="checkbox"/> Projector <input type="checkbox"/> Sound System <input type="checkbox"/> Risers <input type="checkbox"/> Stage 	<p style="text-align: center; font-weight: bold; font-size: 1.2em;">CHECKLIST</p> <ul style="list-style-type: none"> <input type="checkbox"/> Building Use Form <input type="checkbox"/> Forms to Office <input type="checkbox"/> Blower Off <input type="checkbox"/> Basketball Hoop Up <input type="checkbox"/> Basketball Hoop Down

NOTES & ADDITIONAL EQUIPMENT NEEDS: