

# Silver Beach Elementary School Facilities Rental/Reservation Form

Silver Beach Office: (360) 676-6443      FAX: (360) 647-6884



**EVENT DAY/DATE** \_\_\_\_\_ (Include all dates. Use back if needed)

**SETUP TIME** \_\_\_\_\_ **START TIME** \_\_\_\_\_ **END TIME** \_\_\_\_\_ **CLEANUP COMPLETED** \_\_\_\_\_

**CONTACT PERSON** \_\_\_\_\_ **PHONE NUMBER(S)** \_\_\_\_\_

**REPRESENTING:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

## FACILITY NEEDED

- ANNEX GYM**
- ANNEX C / ART ROOM / SBEA ROOM**
- MAIN GYM**
- OTHER** \_\_\_\_\_

## COMMENTS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## GENERAL RULES/GUIDELINES

**Clean up after yourselves. Use your own equipment. Do not sit on tables. Fold and put away chairs after use. Except for using restrooms, please stay in the area rented. Supervise children using the restroom. Sweep up the gym floor if necessary. The custodians are responsible for the building and it's use. Scheduling and directing renters is part of that responsibility. Ask them if you need any help.**

## RESERVATION CONFIRMED

**BY** \_\_\_\_\_ **DATE** \_\_\_\_\_

- COPIES AS NEEDED TO:**
- Dinh Nguyen, Head Custodian**
  - Joe Wohleb, Night Custodian**

**IMPORTANT: Please return a copy of this form to the Silver Beach Office \*\*\*\*\***