

Liberty Elementary School Calendar/Use of Building Form

**Required for all calendar entries and use of building,
no less than one week in advance (preferred one month).*

Date Form Completed: _____ Person Completing Form: _____

Title of Event: _____

Day(s) and Date(s) of Event: _____

Start and End Times: _____

Purpose of Event: _____

Sponsoring Organization: _____

Supervising Person(s): _____

Location of Event: _____

Set Up Required: _____

Equipment Needed: _____

Doors Needing Unlocked: _____

Administrator Approval: _____

Date of Approval: _____

Office Use Only:

Secretary _____ Custodian _____ Cafeteria _____ Gym _____ Library _____

ESD _____ Technology _____ Sound _____ Stage Lights _____ Other _____