



LIVE OAK CHARTER SCHOOL

School Events Calendar & Room Reservation Request

by Live Oak Staff and Parents

► **CALENDAR REQUEST** (for events that do not require room reservation)

Name _____ Date _____

Email Address _____ Daytime Phone _____

For whom are you requesting Calendar time or room space?

Event(s)	Date(s)
_____	_____
_____	_____
_____	_____

► **ROOM RESERVATION REQUEST** (for events that require room reservation)

Name _____	Sponsoring Group _____
Date Requested _____	Time Requested _____
<input type="checkbox"/> Multipurpose Room for _____	
<input type="checkbox"/> Community Services Room for _____	
<input type="checkbox"/> Handwork/Gardening Room for _____	
<input type="checkbox"/> Lower Campus Lobby for _____	
<input type="checkbox"/> Class Room _____ for _____	
<input type="checkbox"/> Other _____ for _____	

USE OF SPACE RULES

1. For after-school events, space is allocated on a first-come, first-served basis.
2. Space priority is given to classroom, over community, needs.
3. Leave rooms in whatever condition you found them. Take all garbage out to the dumpsters.
4. If there is a change in your request, it must be made in writing, before the event.

Signature

Date

OK'd By

Date