

<b>School Site:</b>		<b>Reservation #:</b>	
<b>User Group:</b>		<b>Date:</b>	

**Arrival:** Scheduled: \_\_\_\_\_ Actual: \_\_\_\_\_

To be Completed by the User Group			
Arrive		Depart	Comments
	<i>Areas Were Clean:</i>		
<input type="checkbox"/>	Rest Rooms	<input type="checkbox"/>	
<input type="checkbox"/>	Hallways	<input type="checkbox"/>	
<input type="checkbox"/>	Requested Spaces	<input type="checkbox"/>	
<input type="checkbox"/>	Trash Bins Available	<input type="checkbox"/>	
	<i>Requested Equipment:</i>		
<input type="checkbox"/>	Available	<input type="checkbox"/>	
<input type="checkbox"/>	Working	<input type="checkbox"/>	
<input type="checkbox"/>	Spaces As Requested	<input type="checkbox"/>	
Other Comments:			

**Departure:** Scheduled: \_\_\_\_\_ Actual: \_\_\_\_\_

School Use Only				
Personnel	Hours Expected	Arrival	Departure	Difference
Custodian				
Facility Supervisor				
Technician				
Student Technician				
If hours worked exceed hours expected, please explain why:				
Comments:				

**School Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**User Group Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Forward to: Community Schools Community Use  
3600 Wake Forest Road

Community Schools  
**Community Use**