

Clover Hill Elementary Building Use Form

The following Building Use Form must be **completely** filled out and submitted by any committee chair that needs to use the school building for an event for approval by Michele Greis and Mrs. Hines. Please be aware that in doing so, money from your budget will also be needed to pay a custodian to be at the school for the entire time you will be in the building.

Since all property in the school is county property, the Building Use Form **does not allow the PTA to use school property**, such as desks, tables, chairs, etc. If any of these or other items are needed, they must be specifically listed and handed in for approval with the Building Use Form. On the same note, you must also designate any/all locations in the building that you will need (stage, gym, hallways, cafeteria, etc).

If you have any questions, please contact Michele Greis at Michele_Greis@ccpsnet.net or Joelle Hawkins at president@chesptaonline.com.

This form must be submitted no later than **2 weeks** prior to your event.