



TODAY'S DATE: 1/8/2026

DATE(S) OF ACTIVITY: 4/25/26

*The Commons and the Library/Media Center will not be available after May 27, 2022, due to construction.***INSTRUCTIONS: FIRST CHECK WITH HIGH SCHOOL SECRETARY TO SEE IF REQUESTED SITE IS AVAILABLE.**

To request the use of the cafeteria, either gym, high school classroom, kitchen, or any athletic field, your request must start in the high school office to determine availability of the area requested. To request the use of an elementary classroom or any space located in the elementary, the elementary principal will determine the availability of the area requested. Once approved by the principal, the request will be submitted to the Director of Operations, except in cases where overtime personnel are requested. Then the request is to be sent to the Superintendent first. If the Superintendent approves overtime, the request will be returned to the principal for completion of the request process.

GROUP WHO WILL BE USING THE FACILITY: PTSA sponsored Tiger Trail Race

CONTACT PERSON FOR THE GROUP: Jamie Spalding

PHONE: 859-620-6488

**Email** (if not a school email): jrmspalding@gmail.com

ACTIVITY: 10K, 5K and fun run

**LOCATION(S) OF THE ACTIVITY:**
☐ Cafe ☐ Old Gym ☐ Auxillary Gym ☒ Lower Turf Field ☐ Upper Turf Field  
☐ Field House Viewing Room ☐ Other: \_\_\_\_\_
☐ Kitchen-Requires a Food Service Staff Member be present, the requesting group is responsible for cost.**TIME OF THE ACTIVITY/EVENT:** FROM 7 ☒ AM or ☒ PM TO 2 ☐ AM or ☒ PM**START TIME FOR SET UP:** 6am**END TIME FOR CLEAN UP:** 12pm**DOORS (TO BE KEPT OPEN DURING ACTIVITY IF APPLICABLE) (Please check or circle requested entrances)**
**DOORS OPEN FROM** ☐ Elem Main Entry #2 ☐ HS Entry #10 ☐ Aux Gym Lobby #14  
☒ Other, be specific access to restrooms
Heating/Cooling requested? yes ☐ no ☐**Custodial Service Requested?** ☐ yes ☐ no If yes, please complete custodial section below.

NUMBER OF PERSONS REQUESTED \_\_\_\_\_ NUMBER OF HOURS SUGGESTED \_\_\_\_\_

WHAT WILL BE EXPECTED OF THE PERSON(S) ASSIGNED OVERTIME? (Be specific.) Assist with set up and put away of tables and chairs. Put trash cans back where they go.

OVERTIME: \_\_\_\_\_ APPROVED \_\_\_\_\_ NOT APPROVED

**SUPERINTENDENT & DATE****SPECIAL INSTRUCTIONS FOR SETTING UP THE FACILITY**

(If yes, be specific, attach diagram if necessary.)

4 long tables, 5 chairs, trash cans

☒ yes ☐ no**HIGH SCHOOL SECRETARY WILL INITIAL IF REQUESTED SPACE IS AVAILABLE.**

Approved

Not Approved

PRINCIPAL

1/8/2026  
DATE

Approved

Not Approved

**DIRECTOR OF OPERATIONS****(SUPERINTENDENT DESIGNEE)**

DATE

COMMENTS: THE CONTACT PERSON IDENTIFIED ABOVE IS INVITED TO MAKE COMMENTS CONCERNING THE CONDITION OF THE FACILITY UPON ARRIVAL, THE MANNER IN WHICH HE/SHE WAS TREATED BY THE STAFF WHILE USING THE FACILITY, AND TO MAKE ANY SUGGESTIONS TO IMPROVE OUR SERVICE TO THE GROUP USING THE FACILITY. IF COMMENTS ARE MADE, PLEASE RETURN THIS FORM TO THE PRINCIPAL IDENTIFIED AT THE TOP OF THE FORM. THANK YOU.

**CONTACT PERSON WILL BE NOTIFIED BY EMAIL.****Original-Director of Operations Office**

**Copies will be emailed to:** Maintenance/Custodial Supervisors, Principal, HS Secretary for Facility Book, Dir. Of Technology if heat/AC requested, & Athletic Dir. If athletic facility requested.

Updated Aug. 17, 2022