



REQUEST FOR EVENT CLEANUP

Please complete and submit this form to your school principal or building supervisor a minimum of 7 business days prior to the event taking place.

Request Date	Employee Name (First and Last Name)	
Name of Event	Location of Event	
Date(s) Event begins and ends.	List required resource needs (extra garbage cans, etc.)	
Time Event Begins & Ends	Employee Signature	Date

School Principal/Building Supervisor Approval

Approved or Not Approved	Principal/Building Supervisor Signature & Date
--------------------------	--

Form must be received by Facilko 7 business days prior to the event.

Facilko

Manager's Signature	Date Received
---------------------	---------------

