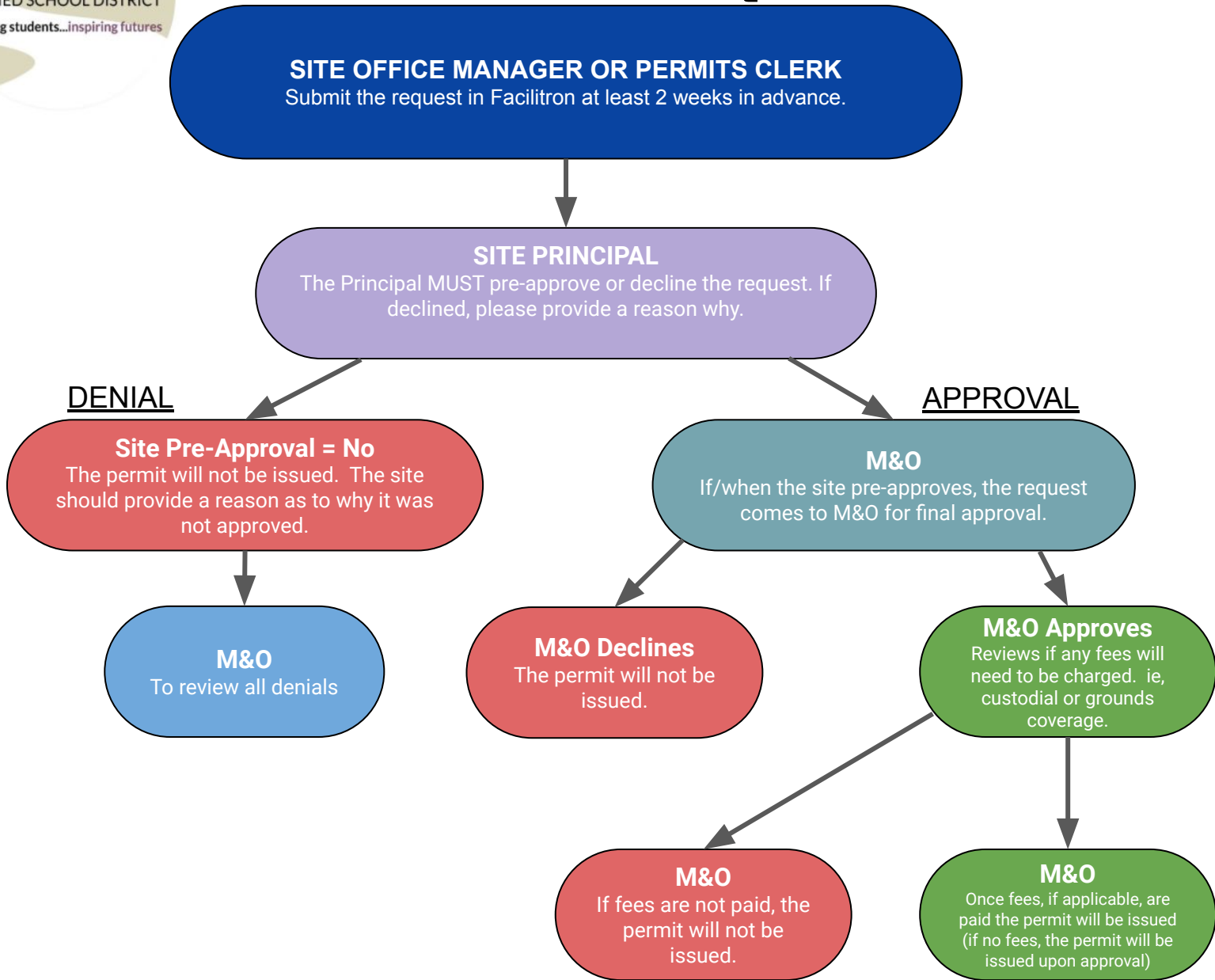




INTERNAL USER GROUP MAKING A "USE OF FACILITIES" REQUEST



WHAT ARE CONSIDERED INTERNAL RESERVATIONS?

Internal reservation requests are those that are made solely for the students and staff who attend the school that the event will take place at and are hosted by the coach, teacher, etc that is holding the event (no outside entity involved). If this is a sporting event, it must be a CIF sanctioned game or practice. Boosters and PTOs are considered outside entities and will need to make their own outside organization request for "Use of Facilities" through Facilitron. Booster and PTO fundraisers are also considered an outside event and must be put into Facilitron accordingly. M&O reserves the right to revoke an already approved event if it comes to light that the reservation was misleading when the request was entered into Facilitron. All district internal users will be given first priority in the facilities/field use applications.