



Ottawa Hills Local Schools Calendar/Facilities Request Form

Event Name: _____

Date of Event: _____ Time of Event: _____

Expected: _____ Location: Elementary School District
 High School

Event Location: _____

Reserve facility from: _____ AM/PM to _____ AM/PM

Please complete a work order for set-up and equipment needed.

Person Responsible for Event: _____

Phone Number of Responsible Party: _____

Description you would like posted on DynaCal:

Signature: _____ Date form is completed: _____

Approved: _____
(Principal)

Scrolling Calendar: Yes No

All requests must be submitted to the building principal for approval. The OHLS calendar is posted on the internet through the Ottawa Hills School District site (<http://www.ottawahillsschools.org>) or directly at <https://www.dynacal.com/ohhs>. If your event has a digital form (pdf, .doc) that can be attached to the event listing on dynacal, please e-mail the document, as an attachment to ohhs_ssw@nwoca.org. Please check the calendar on the school website to verify that your information has been entered correctly.