

# In-House Use of Facilities

Name of Person Making the Request \_\_\_\_\_ Today's Date \_\_\_\_\_

Activity Being Held \_\_\_\_\_ Group Involved (i.e. 2<sup>nd</sup> Grade, Chorus) \_\_\_\_\_

Room or Area that is Needed \_\_\_\_\_ Date \_\_\_\_\_ Start time for set up \_\_\_\_\_ End Time \_\_\_\_\_

Event Start Time \_\_\_\_\_ End Time \_\_\_\_\_

(If Cafeteria is being used, your help in returning it to the way you found it is appreciated. Remember fire exits cannot be blocked.)

Other Services Required (i.e. number of chairs, tables, audio, etc.) \_\_\_\_\_

Have you checked the master calendar to see if there is something scheduled for the date of your request?

\_\_\_\_\_ YES \_\_\_\_\_ NO

Approved  Not Approved

Comments: \_\_\_\_\_

Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_