STUDENT ACTIVITIES USE OF FACILITIES REQUEST FORM

***Very Important:** Complete this form and return to the Student Activities Secretary **3 days (or 1 week if you are requesting a set-up)** before the event; you will receive confirmation of your request.

☐ **SCHOOL ACTIVITY** ☐ **PARENT ACTIVITY**

DAY: Sunday Monday Tuesday Wednesday Thursday Friday Saturday

EVENT DATE:_____

TIME IN:_____**AM/PM** **TIME OUT:**_____**AM/PM**

ACTUAL EVENT TIME: ☐ **TO** ☐

ESTIMATED ATTENDANCE:_____

FOR STUDENT ACTIVITIES USE ONLY
Date Entered:_____
Entered by:_____

FACULTY/ADULT SUPERVISOR:_____ **PHONE:**_____ **DATE SUBMITTED:**_____

NAME OF GROUP OR ORGANIZATION:_____

ACTIVITY PLANNED:_____

FACILITIES NEEDED:

ROOMS:
2104A-Multi-Purpose _____
2104B-Multi-Purpose_____
7096A-Multi-Purpose_____
7096B-Multi-Purpose_____
2113-Lecture Hall_____
2114-Lecture Hall_____
7036-Study Hall_____
Conference Room_____
Classroom:_____
DOUBLE CLASSROOMS:
1200-1202____
1500-1502____ 1810-1814____
2004-2006____ 2115-2117____
2119-2121____ 6048-6050____
7032-7034____ 7044-7046____
7066-7068____ 8046-8048____
LOBBY:_____
HALLWAY:_____

ATHLETIC AREAS - INSIDE
Aquatic Center_____
2110-Aerobics Room_____
Field House (4 courts) # of courts ____
Sports Center (3 courts) # of courts____
2111-Wrestling Room_____

ATHLETIC AREAS - OUTSIDE
Athletic Field:_____
Tennis Courts (8 courts) # of courts____
Track_____

CAFETERIAS
Commons: West____ Wood____ Upper Forum____Lower Forum____
Glass____ East ____
Kitchen: West_____ East:_____ (both must be booked through Sodexho)
Staff Dining Rooms: 1204 West _____ 4302 East_____
Pool Patio_____

FINE ARTS
2206-Auditorium_____
2204 -Studio Theater_____
4000-PAC (all 3 theaters)(1200) _____
4000-PAC Main Stage Only(700)_____
4100-Recital Hall(250)_____
4200-Little Theater(240)_____
2010-Dance Studio_____
2200-Orchestra Room _____
2202-Choral Room_____
2203-Band Room_____
Dressing Rooms: Aud____ PAC____

EQUIPMENT NEEDED:

Athletic Field Preparation_____
Bleachers_____ Portable_____
Chairs: #____ Cafe Style #____ Folding
Choral Risers: #_____2" #_____8" #_____16"
Lights: ____House _____Stage _____Spotlight
Lectern_____
Piano: _____Upright _____Grand _____Electric
Platform Risers: #_____8" #_____16"
#_____24" #_____ 32"
Conductor's Platform _____ Music Stands_____
Sound Shell _____
Coat Racks_____

Projector & Screen - Type:_____
Sound System _____ # of mics _____
Data Projector-Power Point_____
Tape Recorder_____ CD Player_____ DVD_____
VCR & Monitor Cart _____
TV Media System_____
Tables: # _____ 48" square #_____5' long
_____ 60" round #_____Picnic
Other:
Art boards_____ Flip Charts_____ Desks _____
Trash Cans _____ Extension Cords #_____
Pizza Oven_____ Ice _____

SPECIAL INSTRUCTIONS:_____

_____

_____**SEE ATTACHMENT:**_____

Revised 3/17/05