

**REQUEST FOR USE OF SCHOOL FACILITY**

This form must be submitted to the Buildings & Grounds Office 60 Days prior to scheduled event to ensure availability, approval, and proper scheduling. Last minute requests may not be honored.

**NOTICE FOR AUDITORIUM USE:**

*Any group requesting use of the MS Auditorium **may not** serve/sell food on the 2nd Floor (**ALL** food is restricted to the MS Café) and **MUST** submit Tech Rider for all Sound & Lighting requirements for said event. If not completed cannot guarantee necessary tech.*

<b>NAME/DESCRIPTION OF EVENT:</b>		
<b>DATE(S) of EVENT:</b>	<b>SET-UP TIME(S):</b> _____ am/pm to _____ am/pm	<b>EVENT TIME(S):</b> _____ am/pm to _____ am/pm
<b>LOCATION(S)</b> <input type="radio"/> High School <input type="radio"/> Middle School <input type="radio"/> Garfield <input type="radio"/> Newbie <input type="radio"/> Sharp <input type="radio"/> Tatem <input type="radio"/> Zane North <input type="radio"/> Athletic Fields		
<b>SPECIFIC AREA(S) IN ABOVE LOCATION(S):</b> <input type="radio"/> Classroom(s) # _____ <input type="radio"/> Auditorium <input type="radio"/> Library <input type="radio"/> Tennis Courts <input type="radio"/> Practice Field <input type="radio"/> Cafeteria/AP Room <input type="radio"/> Gymnasium <input type="radio"/> Football Field <input type="radio"/> HS Track <input type="radio"/> Kitchen (HS Only - \$18/hr Fee) <input type="radio"/> Wrestling Room <input type="radio"/> Softball Field <input type="radio"/> Playground		
<b>Please list Facility Requirements below:</b> <i>NOTE: If using Auditorium, please fill out Tech Rider; any TECH needs should be submitted via ZenDesk</i>		
<b>GROUP SPONSORING EVENT:</b>		
<b>CONTACT PERSON:</b>	<b>CELL #:</b>	<b>EMAIL ADDRESS:</b>

Group Sponsor: _____ Date: _____ Bldg. Principal: _____ Date: _____ Athletic Director: _____ Date: _____ Tech Dept.: _____ Date: _____ Buildings & Grds: _____ Date: _____ AS for Bus. & Oper.: _____ Date: _____	<p><b>B&amp;G Office/Tech Only</b></p> Designated Class: <input type="radio"/> Class I <input type="radio"/> Class II <input type="radio"/> Class III <input type="radio"/> Class IV Fees: Yes / No      \$ _____ Paperwork Received:      Yes / No ZenDesk Request:      Yes / No Entered in Calendar: _____ Date: _____
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