

# GROSSE ILE TOWNSHIP SCHOOLS

## Internal Facility Use Request

<i>Name of Event</i>	
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<i>Date(s)</i>		<i>Start &amp; End Times</i>	
<i>Building/Room</i>			
<i>Type of Event</i>			
<i>Notes ( Ex: how many people, # of tables/chairs needed, etc. )</i>			

**\*If you are requesting use of the High School Auditorium,  
please complete the Auditorium Request Form\***

Request or Name	Phone
Signature	Date

Return completed form to Central Office, Attn: Ashley Prevo  
or via email to [prevoa@gischools.org](mailto:prevoa@gischools.org)

**PLEASE DO NOT WRITE BELOW THIS LINE – FOR FINAL APPROVAL ONLY**

Athletic Director Approval
Auditorium Manager Approval (if applicable)
Custodial Staff Informed

X \_\_\_\_\_  
Building Administrator

# GROSSE ILE HIGH SCHOOL AUDITORIUM REQUEST FORM

**Please complete the fields below in detail**

Requestor's Name
Email Address
Phone #
Organization/Club Name

Date(s) of Event (please indicate rehearsal or event for each date listed)?	
What time will representatives arrive at the facility?	
What time does your event begin?	
Type of event? (Play, Concert, Meeng, Presentation, etc.)	
Microphones (how many?)	
Staging	
Risers	
Podium	
Data projector	
Props:	
<b>Special Instructions :</b>	

**Please submit completed form and email a copy to the auditorium director at the following email address:**

*[auditoriumdirector@gischools.org](mailto:auditoriumdirector@gischools.org)*

Contact Auditorium Director, at email listed above, 3-4 days prior to your event to make sure all requirements have been addressed.

**NOTE: All PowerPoint Presentations and Music Files must be sent 24 hours in advance to avoid compatibility issues. Music will NOT be played from PHONES or iPods. Music must be provided in a digital format via email (MP3 or burned to CD as an AUDIO File, not Data File).**

**Please make every attempt to ensure rehearsals are as complete as the program - This will assist us in making sure your event is run in a professional manner.**