



## Facility Use Request Form 7510 F1

The Board of Education believes that District facilities should first be made available to groups that are directly related to the District's programs and/or employee associations, then for community purposes which are scheduled outside the normally scheduled school day, as to not interfere with educational programs.

### APPLICANT INFORMATION *(Please Print)*

<b>Event Supervisor:</b> <i>(Must be on site for the entire event)</i>	
<b>Organization Name:</b>	
<b>Phone Number:</b>	
<b>Email:</b>	
<b>Address:</b>	
<b>Contact Person <i>(if different)</i></b>	

### EVENT INFORMATION

<b>Event Title:</b>		
<b>Event Audience:</b>		
<b>Event Date:</b>		
<b>Event Time:</b>	Begin:	End:
<b>Setup Time:</b>	Begin:	End:
<b># of Participants:</b>		

		Office Use Only Approximate Fee
<b>Event Setup/Cleanup:</b> FEE: \$25 per hr. <i>(Min of \$50 /Max \$200)</i>	<input type="checkbox"/> Groups of 4 <input type="checkbox"/> Groups of 8 <input type="checkbox"/> Classroom <input type="checkbox"/> Large U Shape <input type="checkbox"/> Chairs Only <input type="checkbox"/> Will setup on own with available tables and chairs <input type="checkbox"/> _____ Food Tables <input type="checkbox"/> Registration Table <input type="checkbox"/> Quad Walls	
<b>Room Use/Security Fee:</b> FEE: \$25 per hr. <i>(Min of \$50 /Max \$200)</i>	<input type="checkbox"/> Board Room (30 capacity) <input type="checkbox"/> Lions (12 capacity) <input type="checkbox"/> Quad (4 rooms – 100 capacity) <input type="checkbox"/> ½ the Quad (2 rooms – 50 capacity) <input type="checkbox"/> ¼ of the Quad (1 room – 25-30 capacity) <i>Note: setup style may change capacity</i>	
<b>Technology:</b> FEE: \$25 per hr. <i>(Min of \$50 /Max \$200)</i>	<input type="checkbox"/> Microphone <input type="checkbox"/> Laptop & Screen projection <input type="checkbox"/> Extension Cord/Reel <input type="checkbox"/> Tech Assistance <input type="checkbox"/> Connect projector screens	
<b>Total Estimate</b>		

Conference Room \_\_\_\_\_ is scheduled from \_\_\_\_\_ to \_\_\_\_\_ for this event.

Door # \_\_\_\_\_, will be open from \_\_\_\_\_ to \_\_\_\_\_.

- Approved  
 Denied

\_\_\_\_\_  
**Tina Monroe, Executive Director of Finance & Operations**

\_\_\_\_\_  
**Date**