

### REQUEST FOR USE OF FACILITIES

(Must be submitted two weeks in advance of event to Coordinator of Facility Use. Use back for additional explanations.)

Event \_\_\_\_\_ Date Submitted \_\_\_\_\_

Proposed Date(s) of Use \_\_\_\_\_ Day(s) of Week \_\_\_\_\_

Building Involved \_\_\_\_\_ Rooms to be Used \_\_\_\_\_

Set Up Time \_\_\_\_\_ Starting Time of Event \_\_\_\_\_ Ending Time \_\_\_\_\_

Special Gate Request Times (**Security Required After Hours**): In: \_\_\_\_\_ Out: \_\_\_\_\_

Is this event open to the public?  Yes  No Will a fee be charged?  Yes  No # Attending \_\_\_\_\_

**Physical Plant Services Required:**

Delivery/Set-Up of Chairs (#\_\_\_\_) Round Tables (#\_\_\_\_) 8 Foot Tables (#\_\_\_\_) to \_\_\_\_\_ (location).

AC/Heating Furniture Arrangement (attach diagram)  Yes  No

Other Services \_\_\_\_\_

**Special Cleaning Required?**  Yes  No If Yes Account # \_\_\_\_\_

**Cleaning Details:** \_\_\_\_\_

**Technical Support will be needed?**  Yes  No Explain \_\_\_\_\_

Rented Materials to be Delivered. Item(s) \_\_\_\_\_

Vendor \_\_\_\_\_ Person Responsible \_\_\_\_\_

Date & Time of Delivery \_\_\_\_\_ Date & Time of Pick Up \_\_\_\_\_

**Food:**  will be served.  will not be served.

If so, by:  Food Service  H H Parents  Outside Caterer: Name \_\_\_\_\_

Date & Time of Delivery \_\_\_\_\_ Date & Time of Pick Up \_\_\_\_\_

Do you want this event listed on the monthly calendar if possible?  Yes  No

(Calendar deadline is the 10<sup>th</sup> of the month prior to the event)

**Approval Signatures:** *Upon approval, area will be reserved.*

Faculty Supervisor-Adult Responsible \_\_\_\_\_ Phone # \_\_\_\_\_

Division Head or Athletic Director \_\_\_\_\_

Coordinator of Facilities Use \_\_\_\_\_ Date \_\_\_\_\_

**\*Notify Coordinator of Facilities, ext. 730, immediately of any changes or cancellation**

FOR OFFICE USE ONLY:			
<input type="checkbox"/> Head of School	<input type="checkbox"/> Technical Director	<input type="checkbox"/> Security	<input type="checkbox"/> Insurance Binder
<input type="checkbox"/> Division Head	<input type="checkbox"/> Faculty Supervisor	<input type="checkbox"/> Other _____	<input type="checkbox"/> Rental Fee Paid
<input type="checkbox"/> Physical Plant	<input type="checkbox"/> Food Service		