

SAM BARLOW HIGH SCHOOL
Facility Request Form

Name _____ Phone or Ext. _____ Today's Date _____

Organization _____ Activity _____

Location _____ Date/Start Time of Event _____

Date(s) of Use _____ Hours of Use (Include Set-up/Clean-up time) _____

FACILITY REQUESTED: (Must be initialed by person in charge of area)

_____ Auditorium (Nickolas) _____ Little Theater (Nickolas) _____ Choir Room (Nickolas)

_____ Media Center (Wong) _____ Main Gym (Stauffer) _____ Holevas Gym (Stauffer)

_____ Staff Cafeteria (Stauffer) _____ Cafeteria (Stauffer)

_____ Other (Please specify) _____

TECH NEEDS/EQUIPMENT: (Must arrange directly with Scott Halley)

_____ Microphone (Wired / Wireless) _____ Projection screen _____ Projection Cart – (includes)

_____ Other (Please specify) _____
*Projector
*Speakers (Classroom)
*DVD/VCR Player
*Document Camera

CUSTODIAL NEEDS: (Must arrange directly with Head Custodian)

_____ Podium _____ # of Tables _____ # of Chairs

_____ Custodian on duty _____ Custodian Set-up _____ Custodian Clean-up

_____ Other (Please specify) _____

AGREEMENTS:

- a) The individual/group is responsible for cleaning unless a custodian has been hired for clean-up.
- b) You are permitted only to be in the areas you have requested. If an alarm is triggered, your group will be charged.

APPROVED BY ACTIVITIES / ATHLETIC DIRECTOR _____ DATE _____

PLACED ON CALENDAR _____ DATE _____