

## FACILITIES USAGE REQUEST

Today's date: \_\_\_\_\_

Facility to be used: \_\_\_\_\_

Date of use: \_\_\_\_\_

Event: \_\_\_\_\_

Hours: \_\_\_\_\_

Person/Group making the request: \_\_\_\_\_

Will you be using a cafeteria?                    \_\_\_\_\_    yes                    \_\_\_\_\_    no

Will the kitchen be required?                    \_\_\_\_\_    yes                    \_\_\_\_\_    no

Will the public address system be required?                    \_\_\_\_\_    yes                    \_\_\_\_\_    no

Will audio/visual equipment be required?                    \_\_\_\_\_    yes                    \_\_\_\_\_    no

Will custodial service be required?                    \_\_\_\_\_    yes                    \_\_\_\_\_    no

Will table/chair set up be required?                    \_\_\_\_\_    yes                    \_\_\_\_\_    no

Will you be using the distance learning lab?                    \_\_\_\_\_    yes                    \_\_\_\_\_    no

Note: In case a conflict arises on the date that you have reserved, every effort will be made to find accommodations for your group.

**If you are using the main cafeteria, all props, decorations, and equipment must be removed from the stage and cafeteria upon the completion of the scheduled event.**

\_\_\_\_\_  
Campus Principal

\_\_\_\_\_  
Requesting Sponsor

Request submitted to:

\_\_\_\_\_ Denise Behrens