

REQUEST FOR IN-HOUSE BUILDING USAGE (DAY/NIGHT)

ROOM USAGE/WORK ORDER

NOTE: Please return completed form to the Assistant Principal.

1. Requested date/time/period: _____
 (Day) (Date) (Start & End Time) (Block/s)
2. Person making request: _____
3. Date Submitted: _____
4. Number of individuals involved: _____
5. Reason (Event/Activity): _____

Since this form is used as a work order, please check **precisely** those rooms and items needed. Only those items checked will be available for your use.

FACILITIES: (NOTE: Auditorium usage must use a separate form, which can be found on the school webpage. This form is submitted to Christina Ordonez.)

- | | |
|---|--|
| _____ Faculty Dining Room (Max: 50) | _____ Auxiliary Gym ** (Back Gym) |
| _____ Cafeteria (Maximum 600) | _____ Gymnasium - Main Floor ** |
| _____ Choir Room*** | _____ Gym-Shelf Area ** |
| _____ Band Room (Max: 100) *** | _____ Weight Room (after 5:30 p.m.) ** |
| _____ Classroom (Room #) | _____ Wrestling Room (after 5:30 p.m.) ** |
| _____ Classroom (Room #) | _____ Dance Room** |
| _____ 96 (Team Room – Max: 30) | _____ 152 (Max: 100) (Before & After School) |
| _____ Room 137 (21 st Century Rm.) | _____ 157 (Max: 80) |
| _____ Room 160 (Incubator Rm.) | _____ Room 235 |

Other: _____

EQUIPMENT: _____ Microphone _____ Podium _____ # of Chairs _____ # of Tables

NOTE: For specific technology equipment, please complete a Technology Help Ticket.

- **NOTE: Submit to Steve Lacni for approval _____ Approved _____ Not Approved
 **NOTE: Submit to Beth Roesner for approval _____ Approved _____ Not Approved
 ***NOTE: Submit to Robert Erickson for approval _____ Approved _____ Not Approved

<u>OFFICE USE ONLY</u>	
_____ APPROVED	_____ NOT APPROVED
Comments: _____	
Signed: _____ Assistant Principal	Date: _____

cc: Building & Grounds Mgr.
Assistant Principal
Originator