

West High School Building Use Request Form 2019-2020

This form must be completed **two weeks in advance** of your event. After you have filled out the form, please have the appropriate people sign indicating the room(s) is available when requested. Once the document has been signed, submit to Lynette Hilton for Calendaring.

Date _____ New _____ Revised _____

Your Name _____ Position/Title _____

Event Name _____

Event Date _____ Event Start Time _____ Event End Time _____

Day(s) of Week: Mon Tues Wed Thu Fri Sat (circle)

For multiple dates, use back of sheet. Do not attach separate sheet. See Head Custodian for details on fees.

General school areas needed for Event: Yes _____ No _____ Approved by Brian O'Neal: Yes _____ No _____

Cafeteria Commons Foyer Classroom – Room #/Teacher _____

Conference Room Dance Room (circle) Our Casa Approved by Vivian Lee _____

Library or Computer Lab needed of Event: Yes _____ No _____ Approved by Kara Budge _____

Library Computer Lab 433 D-402 T204 T206 (circle)

Choir Room needed for Event: Yes _____ No _____ Approved by Melinda Benson _____

Auditorium needed for event: Yes _____ No _____ Approved by Brian Blodgett _____

Special Lights Projector Computer Wired Mic Wireless Mic Mic Stand (circle)

Podium Tables Chairs Risers Platform Shells Dressing Rooms

Will you need a cash box for the event: Yes _____ No _____ Approved Valda Shockley Yes _____ No _____

If yes, you must use one of our school trained staff.

Approved Marcie Thompson Yes _____ No _____

Security needed for this event: Yes _____ No _____ Approved by Julie Brooks Yes _____ No _____

If yes, indicate the type needed

Uniformed Police Officer Non-uniformed school security personnel (circle)

Media center equipment needed for this event: Approved by Kara Budge Yes _____ No _____

AV equip. not in Auditorium, Cafeteria or Gym PA system Microphone Mic Stand Podium

Multi-media cart Laptop Cart Overhead Projector Screen TV with DVD/VCR player (circle)