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_____
Approved Marcie Thompson Yes_____ No_____

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

**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)