

**GANADO I.S.D.  
FACILITIES REQUEST FORM**

NAME \_\_\_\_\_

PHONE # & EMAIL \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ TIME OF EVENT: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

NATURE OF PROGRAM: \_\_\_\_\_

Must make facility request with appropriate campus office

<u>AREAS</u>	<u>NEEDS</u>
<input type="checkbox"/> Auditorium (capacity 670)	<input type="checkbox"/> Lighting Technician
<input type="checkbox"/> Cafeteria (capacity 250)	<input type="checkbox"/> PA System
<input type="checkbox"/> Media Center	<input type="checkbox"/> Podium
<input type="checkbox"/> Indian-Pep Rally Gym (capacity 400)	<input type="checkbox"/> Custodial
<input type="checkbox"/> PE Elementary Gym	<input type="checkbox"/> A/C or Heat
<input type="checkbox"/> Classroom(s)	<input type="checkbox"/> Other
<input type="checkbox"/> Administrative Office	<input type="checkbox"/> Projector *
<input type="checkbox"/> Board Room	<input type="checkbox"/> Screen *
<input type="checkbox"/> New Gym Foyer	<input type="checkbox"/> Laptop *
<input type="checkbox"/> New Gym	<input type="checkbox"/> Audio from Laptop *
<input type="checkbox"/> Soccer	<input type="checkbox"/> Number of Games/Programs
<input type="checkbox"/> Security will be provided by organization	

Maintenance will set up as requested for school use only.

\*\* Copy of this form may be shared with local law enforcement

**PERSON MAKING REQUEST MUST:**

1. Check out key (if needed) from high school secretary.
2. Call maintenance the day before for reminder. 771-4240
3. Please make sure if you need any of the above items with an asterisk you make sure the tech department receives a copy of this form,

**AT LEAST 24 HOURS prior to event.**

**AFTER SCHOOL HOURS:**

1. Clean building and take trash to dumpsters. Failure to do so will result in a fee.
2. Make sure building is locked & secured when leaving.

\_\_\_\_\_  
Please **PRINT** name of person making request

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator Approval

OFFICE USE ONLY:

Copies sent to (circle appropriate): HS Maint. Elem. Tech. Media Cafe. Ath. Supt.

Date posted on school calendar: \_\_\_\_\_