

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

Complete the information below and submit facility requests with the appropriate campus office.

NAME: \_\_\_\_\_

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

DATE OF EVENT: \_\_\_\_\_ START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

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

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

AREAS	NEEDS
_____ A/ B-Classroom(s) Rm #: _____	_____ Lighting Technician
_____ A-Elementary Atrium	_____ PA System
_____ B-Secondary Atrium	_____ Podium
_____ C-Cafeteria (capacity 250)	_____ Custodial
_____ D-Media Center	_____ A/C or Heat †
_____ F-High School Gym Foyer	_____ Projector *
_____ F-High School Gym	_____ Screen *
_____ G-PE Elementary Gym	_____ Laptop *
_____ H-Junior High Gym (capacity 400)	_____ Audio from Laptop *
_____ M-Auditorium (capacity 670) †	_____ Number of Games/Programs
_____ N-Athletics (Soccer Field)	_____ Other: _____
_____ P-Administrative Office	
_____ P-Board Room	
_____ Other: _____	

Maintenance sets up for school sponsored events if requested.

† A/C or Heat requests for the auditorium, must be made with maintenance.

If security is needed for an event, it must be provided by the requesting organization.

\*\*\*This form may be shared with local law enforcement.\*\*\*

### **REQUESTOR MUST COMPLETE ITEMS BELOW AT LEAST 24 HRS PRIOR TO EVENT:**

1. Verify reservation with the Superintendent's secretary.
2. Check out the key (if needed) from the high school secretary.
3. Call maintenance (x4240) the day before for a reminder.
4. If items with asterisks are requested, the **presenter** MUST complete the "Presenter Technology Support Form" on the GISD Technology webpage beforehand *AND* the **requester** should call tech (x4222) the day before to verify needs.

### **AFTER SCHOOL HOURS:**

1. Clean requested area & take trash to the dumpster. **Failure to clean & broken items will result in a fee.**
2. Make sure the building is locked & secured when leaving.

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

\_\_\_\_\_  
Date

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

### **ADMIN OFFICE USE ONLY:**

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

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