Entered in rSchool _____ Entered in Outlook _____

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. 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 (21st 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 Jerry Lowrey for approval	_____Approved	_____Not Approved

OFFICE USE ONLY

_____APPROVED _____NOT APPROVED

Comments:

Signed: _____ Date: _____
Assistant Principal

cc: Building & Grounds Mgr.
Assistant Principal
Originator