



<input checked="" type="checkbox"/>	Internal Rental
<input type="checkbox"/>	External Rental

## Sierra High School Facility Usage Request

Date Facility is needed: 12-8-2017

Time Facility is needed: 7:30am - 3:30pm (Or a detailed list attached)

Event Name: SHS AVID Student-Run College Fair

Contact Person: Aspen Proctor

Organization Name: SHS AVID

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone numbers: Day: \_\_\_\_\_ Night: \_\_\_\_\_

Email Address: aproctor@hsd2.org

Day-of-Event Contact Name/#: Aspen Proctor

Purpose/Nature of Event: College fair to improve/maintain college ready culture @ SHS

Facility Needed: (Please check one)

<input type="checkbox"/>	Auxiliary Gym	<input type="checkbox"/>	Shot-Discus Field	<input type="checkbox"/>	Turf Field
<input type="checkbox"/>	Baseball	<input type="checkbox"/>	Special Services CR	<input type="checkbox"/>	Weight Room
<input type="checkbox"/>	Commons	<input type="checkbox"/>	Softball	<input type="checkbox"/>	Wrestling Room
<input type="checkbox"/>	Conference room(MO)	<input type="checkbox"/>	Teacher's Lounge	<input type="checkbox"/>	
<input type="checkbox"/>	Counseling Center	<input type="checkbox"/>	Tech Auditorium	<input type="checkbox"/>	
<input type="checkbox"/>	Library	<input type="checkbox"/>	Tennis Courts	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Main Gym	<input type="checkbox"/>	Track	<input type="checkbox"/>	Classroom # _____

\*If event is for the purpose of fundraising please complete a fundraising request form as well.

**Describe your set up needs including # of tables, microphones, projectors or screens needed:**

- All tables
- All chairs
- 2 trash cans (on wheels preferably)  
large

Administration Supervision Required:

Administrator Assigned:

Request Approved

Administrator's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Important Notes:** Completed forms must be submitted at least *15 school days* before the scheduled event. DO NOT assume event is scheduled unless an approved copy of request is returned to you. It is *your* responsibility to contact custodians in order to obtain special equipment. Facilities will be reserved on a first come/first served basis but alternative sites may be assigned if conflicts occur.