

WHS FACILITY USE REQUEST (in-house)

EVENT: _____ DATE: _____

Time Needed: _____ to _____. Doors open to public: _____

Please indicate which doors should be opened and at what time:

Main entrance – Time : _____ East band door – Time: _____

Athletic entrance – Time: _____ Other _____ - Time _____

Area to be used:

*CAFETERIA/STAGE WI-FI AREA GYMNASIUM **KITCHEN
CLASSROOM # _____ # _____ CONCESSION STAND OTHER _____

*If using the CAFETERIA/STAGE, please fill out the back of this form for your ***sound, lighting, and projection needs.***

*If using the CAFETERIA, please indicate: # of chairs needed: _____

Which sections to fill (*lower, middle, top, center & side*): _____

What are the custodial needs for this event: _____

NOTE: THERE IS NO FOOD OR DRINK ALLOWED ON THE STAGE. THE SPONSOR'S SIGNATURE BELOW INDICATES THEIR AGREEMENT TO POLICING THE STAGE FOR THESE ITEMS.

Custodian Assigned: _____

Cook Assigned: _____

Supervisor/Date

Building Principal/Date

Athletic Director/Date

Band Director/Technical Needs

Bldg Maintenance Director/Date

**** If kitchen is needed, district cook must be present – cost will be charged to organization**

*****SUPERVISOR MUST BE PRESENT FOR BUILDING TO BE OPENED!!!****

SOUND/LIGHTING/PROJECTION NEEDS

Please complete the following regarding the specifics of the types of needs you have for sound, lighting, and projection. In addition, please talk to Rodney about the details of your requests.

SOUND NEEDS: *(Please check all that apply.)*

- No sound needed
- Microphones needed
 - Number needed _____
 - Location _____
- MP3 playback needed *(please note there is no CD capability)*

LIGHTING NEEDS *(Please check all that apply.)*

- No special lighting needed
- Stage lighting _____
- Seating area lighting _____

PROJECTION NEEDS *(Please check all that apply.)*

- No projector needed
- Projector only
- Projector and computer needed
- Projector and sound needed