

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: _____
_____ N-Athletics (Football Field)	
_____ 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

_____ Admin Approval: _____

ADMIN OFFICE USE ONLY:

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

Date posted on school calendar: _____