



Hazen High School Hazen Facilities Use - Internal

- Submit request **at least 2 weeks** in advance. Requests under two week may not receive approval.
- Click the gray boxes to input information. Print and submit to Ms. Molnar when all information has been completed.
- This form is for Hazen internal staff/student use only. Other groups should use the RSD Facilities Use Request form

Club/Group: _____

Event/Activity: _____

Number of attendees: _____

Room/Space Request: _____

Date/Recurrences: _____

Event Times

If during school day,
list periods:

From:

To:

Periods:

Set-up/Tear Down times:

(if the room/space is required
outside of the event times)

Special Set-up

Request:

(Highlight/Bold all that apply)

LCD projector

Wired mics, # needed _____

Portable staging

Computer

Wireless microphone (1 available)

Gym divider closed

Document Camera

Projection Screen

Lower north bleachers open

iPod/MP3

Lectern

Lower south bleachers open

DVD player

Spotlight

Upper south bleachers open

CD player

Basketball hoops raised/lowered

Other _____

Advisor/Adult Contact:

(name, e-mail, phone #)

Advisor/Adult: I am responsible for and will supervise this activity and/or use of equipment and facility.

Student Contact:

(name, e-mail, phone #)

*Advisor/Adult contact will receive an e-mail confirmation from SchoolDude.com for the event.
Please also check the Master Calendar by going to SchoolDude.com and logging in:

Username: hhs@rentonschools.us Password: highlanders

**This section to be
completed by
Appropriate Personnel**

B. Crueger

C. Lind

Advisor/Adult contact

Tech director: Yes No Tech Director: _____

Custodian: Yes No Custodians: _____

Charges Involved:

Technical Director: \$ _____ per hour (min. 4 hours) X _____ hours = \$ _____

Technician: \$ _____ per hour (min. 4 hours) X _____ hours = \$ _____

Technician: \$ _____ per hour (min. 4 hours) X _____ hours = \$ _____

Technician: \$ _____ per hour (min. 4 hours) X _____ hours = \$ _____

Custodial Charge: \$ _____ per hour (min. 4 hours) X _____ hours = \$ _____

Equipment Charge: \$ _____ per hour (min. 2 hours) X _____ hours = \$ _____

Equipment Charge: \$ _____ per hour (min. 2 hours) X _____ hours = \$ _____

Asst. Principal/Activities Director: _____

Signature

Date

7/27/2017