

## West Bountiful Facilities Request Form

Please do not schedule your event until you have received approval from Regina or Susan.

1. Name:

2. Cell Phone:

3. Event Information:

4. Please enter the date(s):

5. Area(s) needed:

Cafeteria/Gym  
Library  
Conference Room  
Bowery  
Courtyard Room

Other \_\_\_\_\_

6. Equipment Needed:

Chairs  
Laptop  
Microphone  
Projector  
Tables

Other \_\_\_\_\_

7. Please enter the time(s):

8. Please provide us with any setup details:

9. Who will oversee the setup and take down: