

**Facility Set- Up Information Sheet**  
**Please submit this form, at least 2 weeks before date of desired event**

**Name:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Club / Group Organizing Event:** \_\_\_\_\_

**Type of Activity:** \_\_\_\_\_

**Date of Activity:** \_\_\_\_\_ **Event Time:** \_\_\_\_\_ am/pm **to** \_\_\_\_\_ am/pm

**Number of People Expected:** \_\_\_\_\_ **Group set up time:** \_\_\_\_\_ am/pm **to** \_\_\_\_\_ am/pm

**Which doors need to be unlocked** \_\_\_\_\_

**Facilities Desired:**

Upper Commons

LPR

Lower Commons

Classroom Room  
# \_\_\_\_\_

Both Commons

Commons  
Conference Room

Main Gym

West Gym

Counseling Ctr  
Conference room

Wrestling Room

Gymnastics Room

Stadium

PAC

Jv Field

Library

Upper North Field

**Special Equipment : (lecture, round tables, 6ft tables, chairs etc)How many of each?**

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**Audio- visual Equipment: ( microphones, TV, screen, etc)**

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**Clean Up arrangments:**

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For set up details a separate form will be sent to you.