

~WHS STAFF ONLY~ ROOM REQUEST FORM



WHS Event Name: _____
Event Date(s): _____
Event Start Time: _____ **Event End Time:** _____
Set Up Start Time: _____ **Clean Up End Time:** _____
Number of Adults: _____ **Number of Youth:** _____

Recurring? Yes No **Recurring Event Start Date:** _____ **End Date:** _____
Recurring Day(s): Mon Tues Wed Thurs Fri Sat Sun
Recurring Event Notes (i.e. every other week): _____

Room(s) Requested:

<input type="checkbox"/> Commons	<input type="checkbox"/> Career Center	<input type="checkbox"/> Theater*	<input type="checkbox"/> Main Kitchen**	<input type="checkbox"/> Back Gym
<input type="checkbox"/> Library	<input type="checkbox"/> Conference-Blue	<input type="checkbox"/> Theater Foyer	<input type="checkbox"/> Community Kitchen	<input type="checkbox"/> Yoga Room
<input type="checkbox"/> Staff Lounge	<input type="checkbox"/> Conference-Green	<input type="checkbox"/> Main Gym	<input type="checkbox"/> Classroom(s) _____	<input type="checkbox"/> Parking Lot

Equipment: No equipment is provided. You will need to arrange for tables through the District Warehouse.

Technical Support: We do not provide any equipment to groups. If you need a podium, mic, projector, etc. you can indicate in this form what type of technical support you will need, and we will work with you and our tech for support. Advance notice is required to ensure someone is able to assist with the request.

****Main Kitchen:** The Main Kitchen is off limits unless booked directly through Food Services and requires additional costs. You will need to contact Food Services directly to complete the process for kitchen use at **x7658**.

Custodial: You are responsible for setting up for your event and cleaning up afterwards. If you need custodial help, i.e. pulling the bleachers out in the gym, etc., please contact **x6012 directly**.

***Theater Only:**

The Theater has a forward and back stage. On the days that drama rehearsal and production is scheduled, the entire stage is generally not available due to staging and props. The forward stage is available for speaker-only and/or with use of the screen. **No food or drink allowed in the Theater.** *If this is for classroom use, please review the 'Rules of Theater' with your students.*

Entire Stage Front Stage Only Microphone LCD Projector for DVD Playback
 Screen Down (you must provide your own laptop, cords and dongle for PowerPoint)

Activity/Club Advisor Name: _____ **Supervising Event?** Yes No
Advisor Contact Phone #: _____ **Person Responsible for Locking Up:** _____
Supervisor (if different then above): _____ **Supervisor Contact Phone #:** _____

****Administrator Approval** _____

Is this an ASB Event: Yes No

If the event is for a fundraiser, the ASB Secretary/Bookkeeper signature is required to confirm an intent form has been submitted: _____

Staff Signature* _____ **Date:** _____

**Emailing this form constitutes an electronic signature*

**** MUST be signed by an Administrator before submitting the form to Kim Benedict** -----

OFFICE USE ONLY: OUTLOOK WORD VEMS