

Veterans Memorial Early College High School Facilities Request Form

Date Requested: (Today's Date) _____

Event Name: _____

Event Date: _____ Start Time: _____ End Time: _____

Setup Date: _____ Time: _____

Note: Please be advised that you will need to meet with Mr. Gonzalez, Maintenance Supervisor, for all set up arrangements. Also, if you will be needing additional tables and chairs, please request them from the Maintenance Dept. (unless arrangements have been made with Mr. Gonzalez). TECHNOLOGY: Any technology equipment/setup, will need to be requested from Media Services if the event is after office hours, over the weekend, and/or during the summer. If you have any questions, please call or email Laura M. Gomez (956) 574-5608 or lmgomez@bisd.us

Location Request 1 _____ Instructions: _____

Location Request 2 _____ Instructions: _____

Location Request 3 _____ Instructions: _____

Location Request 4 _____ Instructions: _____

For additional locations and/or equipment needed, please call or email **Laura M. Gomez**

Equipment Needed 1 _____ Instructions: _____

Equipment Needed 2 _____ Instructions: _____

Equipment Needed 3 _____ Instructions: _____

Equipment Needed 4 _____ Instructions: _____

Equipment Needed 5 _____ Instructions: _____

Equipment Needed 6 _____ Instructions: _____

of People Expected: _____

Instructions/Notes: _____

Name of Person/Dept _____

Requesting: _____

Contact Person (if different from person requesting): _____

Contact Phone #/Ext.: _____ Email: _____

FOR OFFICE USE ONLY

Date Received: _____

Police/Security Needed: _____

If Yes, Date
Request Received:

Received Request: _____

Approved By:

Juliana Topote (Auditorium)	Date: _____	JC Ramirez (Gym/Stadium)	Date: _____	Library: Name: _____ Date: _____ Added Calendar: _____
Bianca De La Garza (Cafeteria)	Date: _____	Sgt. Major Lewis (MCJROTC)	Date: _____	
Notified: C Lecture Hall Teachers:	Date: _____	B Lecture Hall Teachers:	Date: _____	Classroom Teachers: Date: _____

Notes: _____

Approved by:

Norma Jean Canales, Yes No Date: _____

Initials: _____

Please be advised that there may be a fee for Custodial Supplies used, Over-Time for Custodial Staff, and Police/Security unless arrangements have been previously made with Norma Jean Canales, Principal.