

Eagan High School Banquet Room/Space Reservation Request

This form must be completed and submitted to Sherri Anderson sherri.anderson@district196.org BEFORE space can be reserved. NON SCHOOL hours (before 7:40 a.m. and after 2:30 p.m.). You will receive confirmation based on availability.

NAME:

E-Mail:

GROUP

DATE(S) OF MEETING

ROOM/AREA REQUESTED

APPROX. TIME OF USE

(BE SURE TO INCLUDE TIME NEEDED FOR SETUP AND/OR CLEANUP)

APPROX.# OF PARTICIPANTS:

WHICH DOORS WILL YOU NEED OPENED:

CUSTODIAL REQUESTS

SETUP

needed

needed

Large Trash Bins

Risers (not available for banquets)

Banquet Tables

Podium

Gym/Commons Wireless Mic Yes or No

*Stage Setup (not available for banquets)

*Racks of Chairs-Gym only:
(40 chairs per rack)

*EHS Office will submit online request for Stage Setup/Racks of Chairs

Please include the attached diagram to indicate placement of custodial requests.
(Lunch tables must remain in daytime setup for banquets, please do not move.)

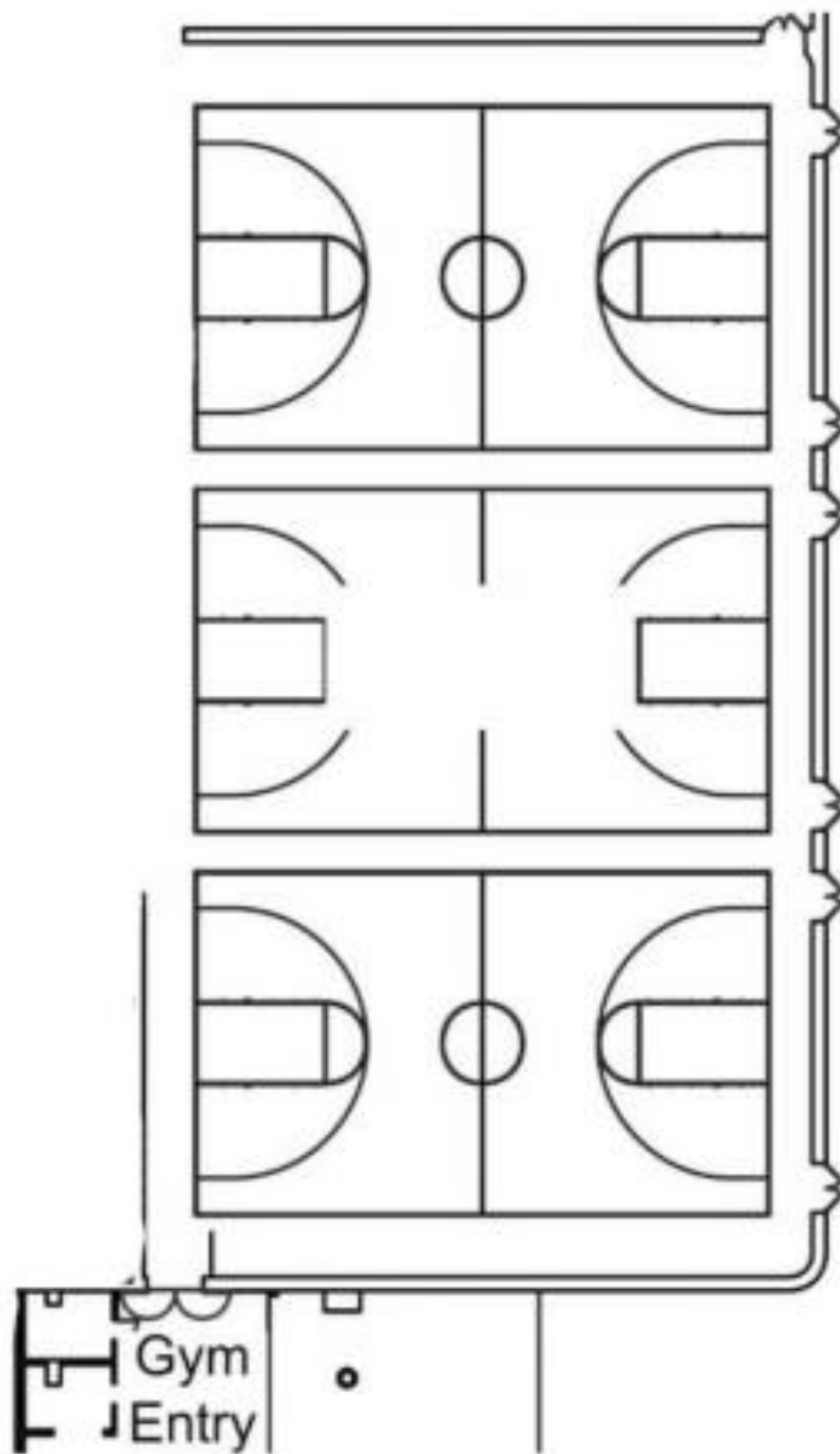
Other Needs:

A custodial fee may be assessed based on the work required.

For theatre and MPR requests, contact John Ratzlaff at john.ratzlaff@district196

We have a projector available for use in the Commons during your event. If tech support is needed for the Commons you must contact Paul Saxton paul.saxton@district196.org during school hours (7:40 AM- 2:30 PM) for assistance prior to your event. Projectors are not available in classrooms. We do not offer tech support after school hours.

MAIN GYMNASIUM



BANQUET SET-UP

STUDENT COMMONS

