

RAYMONDVILLE INDEPENDENT SCHOOL DISTRICT

AUDITORIUM REQUEST FORM

This form must be completed and submitted to the Business Office in a timely manner by Sponsor. Request(s) will be approved/disapproved and a copy of the form will be returned to the sponsor. Please submit a separate form for each month and specify the time(s) to open and close the facility.

Note: An employee from the Maintenance Department will open and close the auditorium as per your request. Arrangements with the Maintenance Department must be made prior to event by Sponsor.

Campus: _____ Organization: _____

Date(s)	Time(s)	Purpose
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Principal's Signature of Approval

Date

Sponsor's Signature

Date



☐ Yes ☐ No Is the auditorium available on date(s) requested?

☐ Approved ☐ Not Approved

Signature of Approval

Date

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Sponsor's Check List

- ☐ Remove any equipment, props, etc. ☐ Turnoff lights. ☐ Insure all doors are locked.
(Please remain on premises until maintenance personnel have secured the building.)

***Seating capacity is 1,042 (311 each side, 420 in the middle section)**

Revised 2013-2014