FOLEY PUBLIC SCHOOLS

I.S.D. #51, Foley Public Schools
Foley, MN 56329

SCHOOL FACILITIES/CONCERT RESERVATION FORM

****PLEASE FILL OUT ONE FORM PER CONCERT****

Form must be completed if you or your organization will be using a Foley Public Schools facility. When completed, please send to your building principal who will forward the request to the Activities Administrator.

Today's Date: _____ Person requesting facility: _____
Activity/Event: _____ Supervisor responsible: _____
Set-up Time Needed: _____ Actual Event Time: _____

School: FHS, FIS, FES	Area(s) requested:	Date:	Time In:	Time Out:

Doors to be unlocked at: _____ Doors to be locked at: _____ Door #(s): _____

Equipment/Technology Required:			
☐	**Auditorium Lights:** Concert Speaker	☐	Projector with speakers and portable screen
☐	**Auditorium Projector and Screen**	☐	Projector with speakers (no screen needed)
☐	**Auditorium Sound:** Sound for a laptop **Microphones:** Wired Wireless Condenser Mics	☐	Podium with microphone and sound
☐	**Laptop:** Laptop with Microsoft Office PowerPoint Laptop (whenever possible, bring your own laptop)		

Concert Rehearsal Reservation (please list times/locations for this concert only)			
Dates	**Times**	**Location**	**Setup**

Special Instructions:

BUILDING PRINCIPAL: PLEASE FORWARD TO ADMINISTRATOR INDICATING APPROVAL/DENIAL

Directions for sending this form from DocHub: When completed, click on the three lines in the top right corner
Choose **Send** then **Email Attachment. *Email to yourself (your @apps.isd51.org account)***
From your Gmail, forward this document to your school principal and Darwin Fleck (dfleck@apps.isd51.org)