

# Franklin High School Facility Use Form/Equipment Request MUST BE SUBMITTED 10 DAYS PRIOR TO ACTIVITY

Date of Request: \_\_\_\_\_ Contact Person/Phone # \_\_\_\_\_

Event Start Date: \_\_\_\_\_ Event End Date \_\_\_\_\_ Day(s) of week \_\_\_\_\_

Name or Organization \_\_\_\_\_ Purpose of Event \_\_\_\_\_

Room(s) Requested: \_\_\_\_\_ # of People \_\_\_\_\_

Starting Time \_\_\_\_\_ Ending Time \_\_\_\_\_

Custodian Needed:  Yes  No Security Needed:  Yes  No

Charge \$ \_\_\_\_\_ Charge \$ \_\_\_\_\_

Budget Code \_\_\_\_\_

**Equipment Needed (QTY.):** NOTE: Use back of form or attach a separate page to provide set-up diagram (required for processing).

- |                              |                                 |
|------------------------------|---------------------------------|
| _____ Microphone (s)         | _____ Portable Stage            |
| _____ Overhead Projector     | _____ Projection Screen         |
| _____ Tables (folding)       | _____ Tables (Cafeteria Tables) |
| _____ Chairs                 | _____ Bleachers Out             |
| _____ Podium                 | _____ Flip Chart                |
| _____ Television             | _____ VCR                       |
| _____ Other (Describe) _____ |                                 |

Submit form with information completed to \_\_\_\_\_ to see Fischlin for processing. Once your request is approved you will receive a firm \_\_\_\_\_.

**FOR OFFICE USE ONLY:**

- Facility Use Coordinator \_\_\_\_\_
- Franklin Athletic Director \_\_\_\_\_
- Activities Director \_\_\_\_\_
- PE Department Chair \_\_\_\_\_
- Choir/Band/Drama Teacher \_\_\_\_\_
- Tony Almeida, Custodial \_\_\_\_\_
- Hank Meyer, Vice Principal \_\_\_\_\_
- Shelley Sterbentz, School Site Controller \_\_\_\_\_