

# Pacific Beach Middle School - Facilities Use Request Form

Requestor's Name: \_\_\_\_\_ Date \_\_\_\_\_

Activity: All school related activities must be approved for inclusion on the Master Calendar.

Information to be announced via:  Bulletin  e-Blast  other

Room or Space Reservation: All facility reservations must be approved for inclusion on the Master Calendar.

<u>Activity</u>	<u>Services Needed</u>
Organization: _____	<input type="checkbox"/> Custodial <input type="checkbox"/> Media <input type="checkbox"/> Finance
Planned Activity: _____ _____	<input type="checkbox"/> Supervision <input type="checkbox"/> Other
Date of Activity: _____	<b><u>Equipment Needed</u></b>
Set Up Time: _____	# Chairs <input type="checkbox"/> Video Projector <input type="checkbox"/> #Microphone
Start Time: _____ End Time of Activity: _____	# Tables <input type="checkbox"/> DVD Player <input type="checkbox"/> T.V
<b><u>Facility Requested</u></b>	Podium <input type="checkbox"/> PA/Sound <input type="checkbox"/> Document Camera
<input type="checkbox"/> Auditorium <input type="checkbox"/> Little Theatre	<input type="checkbox"/> Screen <input type="checkbox"/> Other
<input type="checkbox"/> MC PIT <input type="checkbox"/> Classroom # _____	Funding: _____
<input type="checkbox"/> Gym <input type="checkbox"/> Field	Staff Sponsor: _____
<input type="checkbox"/> Up Stairs Media Center <input type="checkbox"/> Other _____	I am responsible for and will supervise this activity and/or use of equipment and facility.
Notes	Press Release Text:

## Approval

## Admin Use Only

## Distribution

Yes  No Date: \_\_\_\_\_

Attendance  Cafeteria  Admin

Comments: \_\_\_\_\_

Transportation  Library  Custodial

**This form must be submitted to the Administrative Assistant at least 3 weeks prior to the event.**