

BUCHANAN HIGH SCHOOL
FACILITIES REQUEST

Today's Date _____

Group Name _____

Person Requesting _____

E-Mail Address _____ Phone _____

Activity _____ Group Size _____

Request must be made at least one week in advance of desired use date.
Request must be approved and signed by appropriate learning director or athletic director.

List All Facilities Requesting	Start Date	End Date	Set Up Start Time	Event Start Time	Event End Time	Break Down End Time

Are you charging an admission fee or donation fee for your event? Yes No

Equipment / Set Up Requested	Quantity
Chairs	
6' Tables	
Round Tables	
Cafeteria Tables	
A/C – ON (March – November)	
Heat – ON (Late November - February)	
Other	

Equipment / Set Up Requested	Quantity
Risers	
Score Table	
Sound / Microphone	
Podium	
Stanchions	
Sprinklers Off	
Other	

Set Up Instructions:

Gym Only

Learning Director / Athletic Director / Activities Director

John Jay, Assistant Athletic Director

For Deputy Principal's Office Only

Date Entered:

Schedule No:

Deputy Principal