Event and Facilities Request Form

Westbury High School

**Directions:** *Must be submitted 10 days prior to event date.*

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| **Date of Event** | **Time Event Begins** | **Time Event Ends** |
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|  |  |  |
| **Name of Event** | **Contact Person and Cell Phone** |
|  |   |
| **HISD School Event?** | **Reoccuring Event?** | **Do you need early access to set up?** | **Expected Attendance?** |
| ❑ Yes❑ No | ❑ Yes❑ No | ❑ Yes – specify time: \_\_\_\_\_\_\_\_\_\_\_\_❑ No |  |
| **Room(s) Requested** |
| ❑ Cafeteria❑ Cafeteria Annex❑ Auditorium❑ Atrium | ❑ Library ❑ Band Hall❑ Lecture Hall❑ Computer Lab | ❑ Large Gym❑ Small Gym❑ Other:  |
| **Services Requested**  |  | **Tables requested?** | **Chairs requested?** |
| ❑ Podium❑ Sound system❑ Microphone❑ Screen | ❑ Extension cords❑ Projector❑ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ❑ Yes – how many?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_❑ No | ❑ Yes – how many?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_❑ No |
| **Will food or drink be served?** | **Will admission be charged?** | **Police presence requested?** | **Custodial requested?** |
| ❑ Yes❑ No | ❑ Yes – fundraiser form required❑ No | ❑ Yes❑ No | ❑ Yes❑ No |
| **Additional Instructions or Comments** |
|  |
|  | TURN IN TO THE BUSINESS OFFICE (MAIN OFFICE) |  |