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** | | | | | | | |
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|  | | TURN IN TO THE BUSINESS OFFICE (MAIN OFFICE) | | | | |  |