

UNIFIED SCHOOL DISTRICT #410
School Personnel Request
 for
Use of Facilities
 (for programs, meetings, etc.)

Organization or Department making the request: Chess Guild Signed: Leah Rose

Building and Room(s) needed: MS Gym, Commons, FACS Room, Kitchen, Various Classrooms

Date and time facility to be used: 3/4/17 7:00 AM - 8:00 PM

Facility needs to be set up by: 3/3/17 10:00 AM

Custodial help will be needed to set up facility: Yes ☒ No ☐
 Custodial help will be needed at time of usage: Yes ☐ No ☒ Time

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 List below all furniture or equipment needed: ! Please draw a diagram and give instructions below how facility is to be set up: N MS Gym

	Number		
1. <u>Tables</u>	<u>40ish</u>	Bleachers Out	
2. <u>Chairs</u>	<u>160</u>		
3. _____	_____	Bleachers Out	
4. _____	_____		
5. _____	_____		
6. _____	_____		
7. _____	_____		
8. _____	_____		
9. _____	_____		
10. _____	_____		
			5

□ = table
 X = chair

(Copy of filled out request form to be given to Activities Director)

 Approval _____ Disapproval _____ Signed: [Signature]
 Activities Director
 Date: 2-22-17

Maintenance staff assigned to request: _____ Signed: _____
 Maintenance Supervisor
 Date: _____

Copy of completed form to: Person making request, Activities Director,
 Maintenance Supervisor, Custodial Staff assigned