



SqHS Night Facility Reservation

Please complete & RETURN to Pam Behee, Activities/Athletics

Event Date: _____ Event Name: _____
Group: _____ Contact Person: _____
Phone Number: _____ Email Address: _____

Setup Time _____ Start Time _____ End Time _____ Exit Bldg. _____

Space Requested:

- Career Center Commons Library
- Forum *Please fill out additional information on reverse side.*
- Gym
 - Main Bleachers (west) Small Bleachers (east)
- Resource Area Bay Sky Mountain
- Classroom Room# _____ Confirm w/classroom teacher? _____

Food?

Will any food be served? No Yes *Food Service must be contacted.*

Special Equipment/Set-up

Additional cost for custodial help. The Forum requires extensive time for set-up. Please **attach a drawing** of the desired room arrangement if different than usual. Advance notice is needed if special set-up is required.

- Tables # _____ Type _____
- Chairs # _____ Screen
- AV Equipment (Laptop, Microphone, Projector, etc.)? _____

ADDITIONAL NOTES:

Reservation Confirmed by _____ On Calendars:

- Copy to
- Peter Odushkin, Custodial Jason Parker, Forum
 - Marcy Brown, Food Service Tracy Shaw, Library
 - Other _____



Forum Reservation Only

Please complete & RETURN to Pam Behee, Activities/Athletics

Event Date: _____ Event Name: _____
Group: _____ Contact Person: _____
Phone Number: _____ Email Address: _____

Times:

Setup Time _____
Rehearsal Begins _____ *Rehearsal Concludes* _____
Doors Open _____
Event Begins _____ *Event Concludes* _____
Load out/Clean up Complete/Out of Building _____

Seating Areas (if available):

- Fixed Seating with inner wall (“small” setup—seats 160)
- Fixed Seating & Cafeteria Chairs w/outer wall (“small to medium”—seats 160 to 300)
of Chairs needed _____
- Fixed Seating plus bleacher seating w/outer wall (“large” setup—seats 400)
This setup requires more advance notice, planning, etc. You must have approval from Mr. Brown before selecting this option.

Staging Areas (if available): ATTACH DRAWING

- Pit Only
- Pit and Apron
- Pit, Apron, and Projection Screen
- Pit, Apron, and 1/2 Stage
- Pit, Apron, and Full Stage

Tech Support Staff (if available):

- Sound Operator
- Curtain Operator
- Backstage Grips
- Light Operator
- Stage Manager
- AV Operator

ADDITIONAL NOTES:

Not Generally Available: Additional media equipment such as CD players, dongles, etc.
Please ask if you have any questions about what might or might not be available.

Additional Charges: Custodial, Tech Support Staff



SqHS Day Facility Reservation

Please complete & RETURN to Pam Behee, Activities/Athletics

Event Date: _____ Event Name: _____
Group: _____ Contact Person: _____
Phone Number: _____ Email Address: _____

Period _____ Start Time _____ End Time _____ Exit Bldg. _____

Space Requested:

- Career Center Commons Library
- Forum *Please fill out additional information on reverse side.*
- Gym
 - Main Bleachers (west) Small Bleachers (east)
- Resource Area Bay Sky Mountain
- Classroom Room# _____ Confirm w/classroom teacher? _____

Food?

Will any food be served? No Yes *Food Service must be contacted.*

Special Equipment/Set-up

Additional cost for custodial help. The Forum requires extensive time for set-up. Please **attach a drawing** of the desired room arrangement if different than usual. Advance notice is needed if special set-up is required.

- Tables # _____ Type _____
- Chairs # _____ Screen
- AV Equipment (Laptop, Microphone, Projector, etc.) _____

ADDITIONAL NOTES:

Reservation Confirmed by _____ On Calendars:

- Copy to
- Peter Odushkin, Custodial Jason Parker, Forum
 - Marcy Brown, Food Service Tracy Shaw, Library
 - Other _____