

REED HIGH SCHOOL
IN-HOUSE FACILITIES REQUEST FORM

*This form MUST be completed in order to request and save the facility for your use at least **four weeks** in advance. All Reed High School building use before, during and after school including weekends/vacations periods is approved on a first come first serve basis.*

**IF THIS FORM IS NOT ON FILE , THE ACTIVITY IS NOT
GUARANTEED ANY FACILITY USE**

It is highly encouraged that you check at least THREE weeks prior to the event with the online master schedule at www.nnd1.org to ensure conflicts do not occur. If a conflict arises with your scheduled event you will be notified ASAP.

Submit Completed Forms to Facilities Coordinator

Organization/Club _____ Requested by: (Advisor) _____

Proposed Activity _____

Date(s) of Activity _____

ACTUAL START Time _____ From _____ to _____

Area(s) to be used _____ Put setup map on back

Equipment needed: _____ # Chairs _____ # Tables

_____ PA System _____ Podium _____ LCD

**School Police _____ YES _____ NO

(There will be a fee charged \$50/hr/officer a minimum of two school police officers)

**Will a custodian be needed? _____ YES _____ NO

(There will be a fee charged of \$30/hr for weekend custodians)

Advisor's Signature Date

Facility Admin Approval _____ Date _____

Facility Use Request Entered into Calendar _____ YES _____ DATE

SHARED SPACE NOTIFICATION/AGREEMENT _____
(Theatre, gym areas, cafeteria, etc.)

Approved Facility Request Copies to:

Requester Head Custodian Facility Coordinator

Rev (05/18)