

In House Facility Use Request Form

- REQUEST MUST BE SUBMITTED 14 DAYS, (10 BUSINESS DAYS) PRIOR TO THE EVENT.
- APPROVALS WILL BE DONE WEEKLY DURING MONDAY'S FACILITIES TEAM MEETINGS.
- A SEPARATE FACILITY REQUEST WILL NEED TO BE SUBMITTED FOR REQUESTS THAT FALL DURING A HOLIDAY OR BREAK.

School Site: Temecula Valley High School **Event Title:** _____

Facility/Bldg: _____
List All required facilities (i.e. press box, snack bar, etc.)

Event Description _____

List All individuals who have been issued cards and need access: _____

Open Facility for Set Up: _____ am/pm **Close Facility After Breakdown** _____ am/pm

Date(s) of Activity: _____ **M,T,W,Th,F,Sat** (circle the day(s) of the week needed)
Facilities are closed on Sunday

Will set up be required? **YES/NO** *If yes , please fill out attached diagram for table set up.

Organization Name: _____

Contact Name: _____ **Phone Number:** _____

E-mail: _____

Will non-TVHS affiliate organizations be receiving fees or payment for this event? **YES/NO**

Is this a fundraiser? **YES/NO** *If yes, attach a copy of the **APPROVED FUNDRAISER REQUEST***

Number of Participants/Guests Attending: _____

Number of Tables: _____ **Number of Chairs:** _____ **Podium:** YES/NO

Additional requested equipment: Sound System__ Microphone__ Projector__ Screen__

FOR OFFICE USE ONLY - Possible Charges

Assigned? Custodian/Grounds/NA	Custodial Hours: _____	am/pm to _____	am/pm
Will Campus Security work this event?	YES _____ NO _____	Estimated Cost: \$	_____
Will Site Custodian work this event?	YES _____ NO _____	Estimated Cost: \$	_____
Tables/Chairs order required?	YES _____ NO _____	Estimated Cost: \$	_____

Administrators Signature _____ **Date** _____

(Please see reverse side of this document)

If appropriate please sketch out your preferred set up in the box below. Detail your configuration and include the layout of tables and chairs. Also, label the areas of the facility as appropriate.



Special notes

<i>Stadium - 3500</i>	<i>Staff Lounge - 35</i>
<i>Golden Bear Theater - 768</i>	<i>Library - 35</i>
<i>Classroom - 35</i>	<i>MRP - 150</i>
<i>Gymnasium - 2000</i>	<i>Golden Bear Cafe - 40</i>