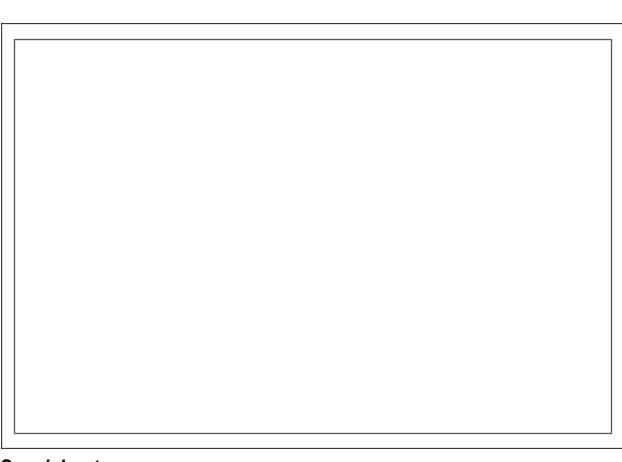
In House Facility Use Request Form

- 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:					
Li	st All required	facilities (i.e. p	ress box, snack bar, etc	.)	
Event Description					
List All individuals who have been	ı issued car	ds and nee	ed access:		
Open Facility for Set Up:	am/pm (Close Fac	ility After Brea	kdown	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 , plea	ase fill out	attached diagra	m for table	set up.
Organization Name:					
Contact Name:	ntact Name:Phone Number:				
E-mail:					
Will non-TVHS affiliate organizations	s be receivin	g fees or pa	yment for this ever	nt? YES/N (o
Is this a fundraiser? YES/NO *If y	yes, attach a	copy of the	APPROVED FU	NDRAISER	REQUEST*
Number of Participants/Gues	sts Attend	ling:			
Number of Tables:	Numbe	er of Cha	irs:	Podium	ı: YES/NO
Additional requested equipm	ent: Sound	d System_	Microphone	_ Projector	_ Screen
FOR OFFI	CE USE (ONLY - P	ossible Char	TPS	
Assigned? Custodian/Grounds/					am/pm
Will Campus Security work this evo			Estimated Cos		
Will Site Custodian work this even			Estimated Cost	· -	
Tables/Chairs order required?	YES_				
Administrators Signature			Date	•	

(Please see reverse side of this document)



If appropriate please sketch out your prefered 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

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