



Site & Service Usage Request

Complete this form as necessary and submit it to your supervisor for approval. Please note that this form must be completed with at least two weeks' notice to ensure availability and available services. *Please note that a help desk ticket should be completed for events occurring during the school day requiring support outside of the building's full time staff (ex: Tech staff to support and attend an event).*

Employee Name: _____ Employee Phone: _____

Employee E-mail: _____

Event Location: _____

Event Name: _____

Date of Event: _____ Did you check availability? YES NO

Start Time: _____ End Time: _____

Set Up Time: _____ Break Down Time: _____

Is this a recurring event? YES NO If yes, how often? _____

Facility Space Needs: Auditorium Café (no kitchen) Classrooms(s)
Check item(s) Gym Library Parking Lot
 Athletic Field Other: _____

Facility items needed: Chairs Tables HVAC
Check item(s) Staff

Notes:

Do you require Technology services: YES NO

Tech items needed: Device for presenter Devices for attendees
 Projector & Set up Technology Staff

Notes:

Principal: _____ Approval: YES NO Date: _____

If no, reason:

Director: _____ Approval: YES NO Date: _____

If no, reason: