

STAFF REQUEST FOR SCHOOL FACILITIES

TO SCHEDULE FACILITIES FOR USE BY SCHOOL PERSONNEL FOR SCHOOL ACTIVITIES

Complete and return to Cheryl Bridge, Community Education Facilities Scheduling Coordinator at The Education Center to reserve school facilities at least ten days prior to activity. Questions: call 952-975-6941.

SCHOOL REQUESTED: _____ DATE SUBMITTED: _____

ROOM(S) REQUESTED: _____ NUMBER OF PEOPLE: _____

ACTIVITY BEGINS AT: _____ AM/PM ENDS AT: _____ AM/PM

GROUP WILL ENTER AT: _____ AM/PM LEAVE AT: _____ AM/PM

LIST ALL DATES OF USE: _____

PERSON REQUESTING FACILITY: _____ PHONE # _____

BUILDING IN WHICH YOU ARE LOCATED: _____ EMAIL _____

GROUP: _____ ACTIVITY _____

PERSON SUPERVISING ACTIVITY: _____

SPECIAL EQUIPMENT/SET-UP NEEDS: _____

COMMENTS: _____

Contact the HS Activities Office for use of the PE, Music, or Drama areas at the HS.

FOR OFFICE USE ONLY Date Rec'd _____ Date Bk'd _____