

Request to Use School Facility

H.M. Jackson High School

Stop! Please check availability first by going to the [Everett School District website](#), click **Community**, click **District Facilities Rental**, click **Facilities Rental Calendar**. From the View All, select **Jackson High** from the drop-down menu, then click on **filter**. You will receive a confirmation email when approved.

EVENT INFORMATION

Name of Event: _____

Name of Group Requesting Facility: _____

Event Contact Name: _____

Email Address: _____ Phone Number: _____

Number of Expected Attendees: _____

_____ Custodian (on weekends/holidays/beyond custodial work day): Custodial staff is required for the entire time plus a 2-hr. clean-up when there are 30 or more attendees. If fewer than 30 attendees a custodian is required for a 2-hr. clean-up. (Custodial cost estimate, \$40/hr.)

SCHEDULE INFORMATION

Date: _____ Set-up Time: _____ Start Time: _____ End Time: _____

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ROOM(S) REQUESTED

___ Library—checked with Librarian ___ Career Center—checked with Mr. Deron Dahlke

___ Kitchen ___ Faculty Lounge ___ Weight Room

___ Main Gym ___ Aux Gym ___ Cafeteria/Commons ___ Annex ___ Stage ___ Black Box

___ Tennis Courts ___ Track ___ Locker Room ___ Parking Lot ___ Field(s) _____

___ Classroom(s) _____

Please let classroom teachers know you are requesting their classroom. If you are requesting gym(s)/field(s)/weight room please send an email to skushan@everettsd.org so it can be cleared with athletic practices.

SERVICES **It is imperative that all services you need are included in this section. If you need additional services please write them on this form. **

___ Podium ___ Table(s) ___ Microphone ___ Chair(s) ___ Marley Floor

___ Piano ___ Sound Shell (Commons only) ___ Band Riser (Commons only)

___ Auditorium Seating (Commons only) ___ Bleachers (Gym only)

Notes: _____

Please feel free to email Stephanie Kushan at skushan@everettsd.org or call at 425-385-7030 you have any questions.