



# Request to Use School Facilities

Check availability first by clicking [HERE](#). On the right, under Quicklinks, click "Facilities Rental Calendar". From the View All, select Jackson High from the drop-down menu then hit enter.

## EVENT INFORMATION

Name of Event: \_\_\_\_\_

Name of Group Requesting Facility: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Number of Expected Attendees: \_\_\_\_\_

\_\_\_\_ Custodian (on weekends/holidays/beyond custodial work day): Custodial requirements are dependent upon size of event, areas of use and activity. If fewer than 30 attendees no custodian is required. (Custodial costs estimate, \$40/hr.)

## SCHEDULE INFORMATION

Date(s): \_\_\_\_\_ Set-up Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Schedule Details: \_\_\_\_\_

## ROOM(S)/LOCATION REQUESTED

\_\_\_\_ Library (check w/Librarian first)

\_\_\_\_ Career Center (check w/Deron Dahlke first)

\_\_\_\_ Kitchen

\_\_\_\_ Faculty Lounge

\_\_\_\_ Parking Lot

\_\_\_\_ Cafeteria/Commons

\_\_\_\_ Stage

\_\_\_\_ Black Box

\_\_\_\_ Locker Room

\_\_\_\_ Annex

\_\_\_\_ Weight Room

\_\_\_\_ Main Gym

\_\_\_\_ Aux Gym

\_\_\_\_ Tennis Courts

\_\_\_\_ Track

\_\_\_\_ Turf Field

\_\_\_\_ Softball Field

\_\_\_\_ Baseball Field

\_\_\_\_ Classroom(s) \_\_\_\_\_

\_\_\_\_ Other \_\_\_\_\_

Please let classroom teachers know you are requesting their classroom.

## SERVICES (Please include all services required for your event.)

\_\_\_\_ Podium

\_\_\_\_ Table(s)

\_\_\_\_ Microphone

\_\_\_\_ Chair(s)

\_\_\_\_ Marley Floor

\_\_\_\_ Piano

\_\_\_\_ Sound Shell (commons only)

\_\_\_\_ Band Riser (commons only)

\_\_\_\_ Bleachers (gym only)

\_\_\_\_ Auditorium Seating (commons only)

\_\_\_\_ Other: \_\_\_\_\_

NOTES: \_\_\_\_\_