

Memorial High School Building Request Form

Once form is completed with proper signatures, please submit to Emily Wells.

Original Request Revised Request

Start Date of Event: _____ Start Time of Event: _____ End Time of Event: _____ i.e 6:00pm

*Click on box for calendar tab on the right to appear on the right

*If your event is a rehearsal or practice, you must attach a document with all dates and times

Name of Event: _____ Number of Attendees: _____

Organization: _____

Sponsor/Faculty Name: _____ Contact Number: _____

Sponsor/Faculty Email Contact: _____

Organization Arrival Time: _____ Organization Departure Time: _____

Area(s)/Rooms Needed:

- | | | | |
|---|-------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Auditorium w/foyer | <input type="checkbox"/> Auditorium | <input type="checkbox"/> Auditorium Foyer Only | <input type="checkbox"/> Classrooms: |
| <input type="checkbox"/> GYM 1 | <input type="checkbox"/> GYM 2 | <input type="checkbox"/> GYM 3 | Please List Classrooms Below |
| <input type="checkbox"/> MPR | <input type="checkbox"/> Library | <input type="checkbox"/> Cafeteria | |

Special Instructions: _____

Custodian Needed for Set Up: Yes No Tables: Number of Tables: _____ Chairs: Number of Chairs: _____

Set Up Description: _____

Security Needed for Event: Yes No

Check the items that you need for Auditorium Use: anyone needing more than below will need to contact: bryan.cortes@springbranchisd.com

Podium Microphone Basic Lighting Foyer Screen Projector Sound for Projector

Check the items that you need for Cafeteria Use (must bring own laptop with a HDMI port):

Podium Microphone Screen Projector Sound for Projector

For cafeteria equipment, contact Tammy Hampton at least 24 hrs in advance. For cafeteria tech support, contact Khalid Phillip.

Fees: There are fees incurred for after-hours use and weekend use. These are often due to events that are not curricular, and when numbers for events are high. Below is a fee breakdown. Your Activity Account will be charged.

Custodial Fee: \$40/hour per person. Minimum 2 hours. (Any after-hours use of the facilities will require use of Custodial Services.) Security: \$50.00/hour per person. Minimum 2 hours. (After-hours event with large numbers that is extra-curricular can require Security).

***After-Hours are nights past 10pm and Weekends**

Agreement

As the officially designated Contact Person for the group/organization named above, I understand that failing to comply with SBISD Facility use Guidelines and restrictions may result in the loss of future facility use privileges. I understand that the group/organization will be responsible for the replacement/repair of any equipment due to accidents, misuse, neglect, and/or vandalism on the part of any individual associated with the group/organization. It is also the group's responsibility to provide proof of insurance at least two (2) weeks prior to the event. I have read and understand the Performing Arts Facility guidelines/restrictions and will abide by and help in the enforcement of said guidelines/restrictions

If you are requesting any of the gyms or auditorium space, you must get the signature of the Department Chair over those areas. Forms are due at least 2 weeks prior to event.

Sponsor of Organization: _____

Activity Account Number: _____

Fine Arts Department Chair: _____

Campus Athletic Coordinator: _____

Office use only: AC: _____ Calendar: _____ Rank One: _____ Security: _____