

**EAGAN HIGH SCHOOL**  
**BANQUET ROOM/SPACE RESERVATION REQUEST**

This form must be completed and submitted to [Sherri Anderson@district196.org](mailto:Sherri.Anderson@district196.org) BEFORE space can be reserved. NON SCHOOL hours (before 7:40 a.m. and after 2:30 p.m.). You will receive confirmation based on availability.

NAME E Mail Address

GROUP

DATE(S) OF MEETING ROOM/AREA REQUESTED     

APPROX. TIME OF USE      *(BE SURE TO INCLUDE TIME NEEDED FOR SETUP AND/OR CLEANUP)*

APPROX.# OF PARTICIPANTS

WHICH DOORS WILL YOU NEED OPENED

**CUSTODIAL REQUESTS**

SETUP # needed # needed

Risers (not available for banquets) Podium

Large Trash Bins

Banquet Tables

Racks of Chairs-Gym only \_\_\_\_\_

Gym/Commons Wireless Mic Yes or No

(40 chairs per rack)

Stage Setup \_\_\_\_\_ (not available for banquets)

EHS Office will submit online request for Stage Setup/Racks of Chairs

Please include the attached diagram to indicate placement of custodial requests. (Lunch tables must remain in daytime setup for banquets, please do not move.)

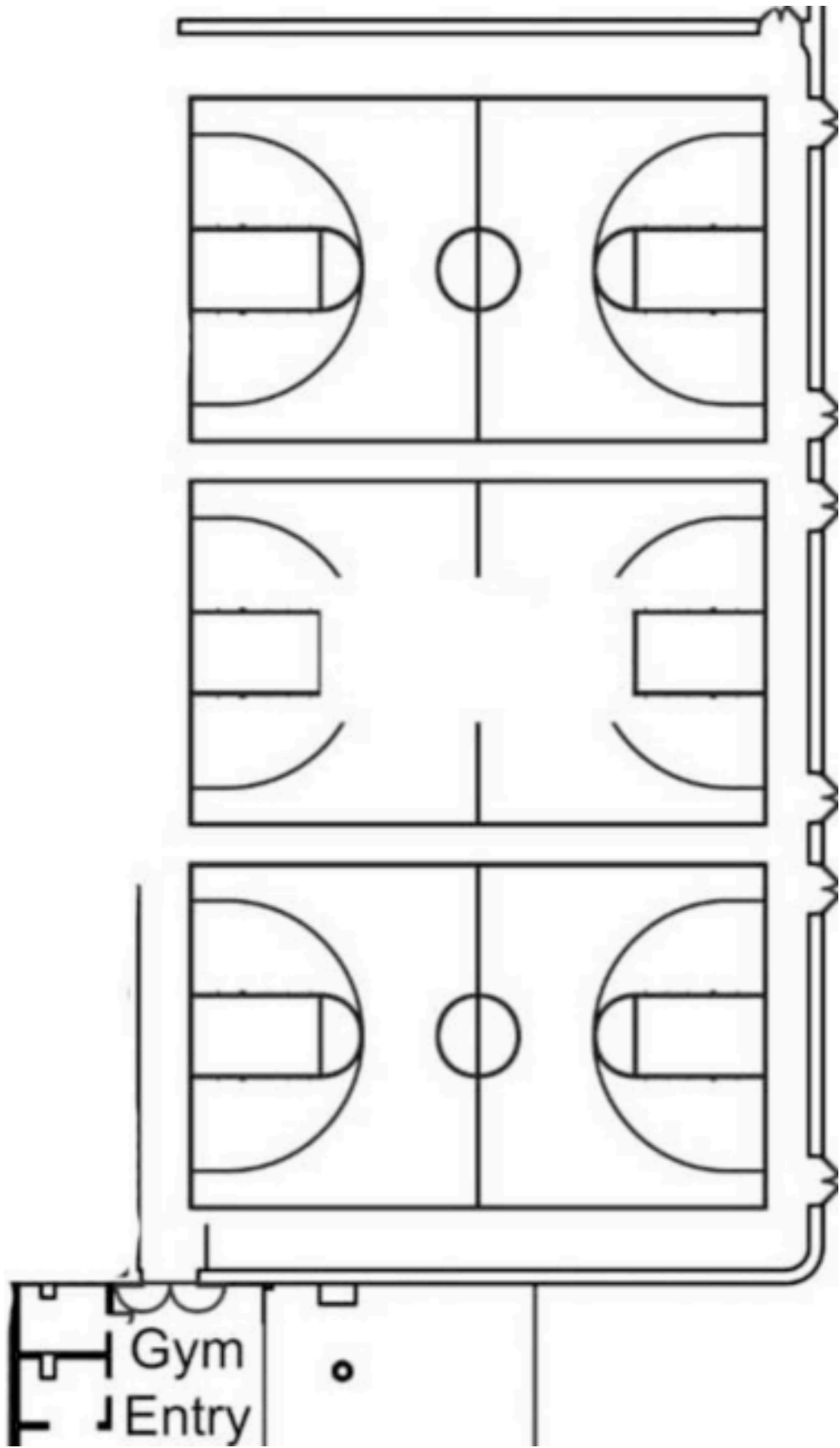
Other Needs:

A custodial fee may be assessed based on the work required.

For theatre and MPR requests, contact John Ratzlaff at  
[john.ratzlaff@district196.org](mailto:john.ratzlaff@district196.org)

We have a projector available for use in the Commons during your event. If tech support is needed for the Commons you must contact Paul Saxton [paul.saxton@district196.org](mailto:paul.saxton@district196.org) during school hours (7:40 AM- 2:30 PM) for assistance prior to your event. Projectors are not available in classrooms. We do not offer tech support after school hours.

**MAIN GYMNASIUM**



# BANQUET SET-UP

STUDENT COMMONS

