

# 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:

- Auditorium w/foyer     Auditorium     Auditorium Foyer Only     Classrooms:  
 GYM 1     GYM 2     GYM 3    Please List Classrooms Below  
 MPR     Library     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: \_\_\_\_\_