

Site: District Office Tempe H.S. McClintock H.S. Marcos de Niza H.S.
 Corona del Sol H.S. Mountain Pointe H.S. Desert Vista H.S. Compadre H.S.

GENERAL INFORMATION:

Requesting organization _____ Representative name _____
 Address _____ City _____ State _____ Zip _____
 Work phone _____ Day phone _____ Cell phone _____ E-mail _____
 Describe Event _____
 Type of audience: (circle one) 1. General Audience 2. High School Students 3. Children (approx. age) Expected Attendance _____

EVENT/REHEARSAL LOCATION AND TIMES:

		Time event starts	Time event ends
Date Requested _____	Room(s) _____	Time _____ / _____	
Date Requested _____	Room(s) _____	Time _____ / _____	
Date Requested _____	Room(s) _____	Time _____ / _____	
Date Requested _____	Room(s) _____	Time _____ / _____	
Date Requested _____	Room(s) _____	Time _____ / _____	
Date Requested _____	Room(s) _____	Time _____ / _____	

Please check the appropriate boxes

CAFETERIA FACILITIES

- Main Dining Food Service/Catering - Contact Michelle Swendseid 480-345-3724
- Faculty Dining

AUDITORIUM FACILITIES

- Auditorium
- Choir Room
- Other (list) _____
- Auditorium Pods A
- Drama Room
- Make-up Room
- Auditorium Pods B
- Dressing Rooms
- Orchestra Room
- Special request _____
- Band Room
- Lecture Hall A

ATHLETIC FACILITIES *Fields request - please specify type: *IV, V, East, etc.*

- Baseball Fields * _____
- Stadium with lights
- Other (list below) _____
- Concessions
- Locker Room
- Tennis Court
- Dance Room
- Practice Fields * _____
- Track
- Large Gym
- Softball Fields * _____
- Weight Room
- Gym Annex
- Stadium
- Wrestling Room

EQUIPMENT Place number needed next to equipment.

- _____ Microphones
- A/V Equipment / Specify Type: _____
- _____ Piano
- _____ Chairs
- _____ Podium
- _____ Scoreboards
- _____ Screen
- _____ Table

PERSONNEL

- _____ Custodial
- _____ Site Supervisor
- _____ Security
- _____ Auditorium Manager
- _____ Ticket Taker/Seller
- _____ Student Technician

Other comments/special needs:

Representatives signature _____ Date of request _____ Assistant principal signature _____