

Requests must be submitted 2 weeks in advance or 4 weeks in advance when requisition is required.

**PUEBLO HIGH SCHOOL FACILITIES REQUEST FORM**

**ACTIVITIES OFFICE**

(Verify that date and space are available before filling out form)

|                         |          |                                 |  |
|-------------------------|----------|---------------------------------|--|
| EVENT:                  |          | CLUB/SCHOOL/ORGANIZATION:       |  |
| DATE(S) TO BE USED:     | TIME(S): | ACTUAL EVENT START & END TIMES: | For events after 10 p.m. or weekends, must fill out a Facilities Request Addendum for H/C. |
| AREA(S) TO BE RESERVED: |          |                                 | <input type="checkbox"/> EVENT FLYER ATTACHED  |
| CONTACT PERSON:         | MOBILE:  | EMAIL:                          |  |

| DURING SCHOOL HOURS<br>(7:30 a.m. - 3:15 p.m.) |                                 |                              |                              | AFTER SCHOOL HOURS<br>(3:15 - 9:00 p.m.) |  |                              |                              |
|--|---------------------------------|------------------------------|------------------------------|--|--|------------------------------|------------------------------|
| Personnel                                      |                                 |                              |                              | Personnel                                | Requirements   | Completed                    |                              |
| <input type="checkbox"/> Audio Visual          |                                 |                              |                              | <input type="checkbox"/> Audio Visual    | Only after 3:30 p.m.   |                              |                              |
| <input type="checkbox"/> Custodian             |                                 |                              |                              | <input type="checkbox"/> Custodian       | Requisition of source of payment for overtime must be completed for any personal needed. |                              |                              |
| <input type="checkbox"/> Engineer              |                                 |                              |                              | <input type="checkbox"/> Engineer        |  |                              |                              |
| <input type="checkbox"/> Grounds               |                                 |                              |                              | <input type="checkbox"/> Grounds         |  |                              |                              |
| <input type="checkbox"/> Security →            | <input type="checkbox"/> Pueblo | <input type="checkbox"/> TPD | <input type="checkbox"/> DPS | <input type="checkbox"/> Security →      | <input type="checkbox"/> Pueblo  | <input type="checkbox"/> TPD | <input type="checkbox"/> DPS |
| Responsible Party:                             |                                 |                              |                              | Responsible Party:                       |  |                              |                              |

► **Others**

|   |   |  |
|---|---|--|
| <input type="checkbox"/> Cafeteria      | All events involving food need to request the cafeteria as opposed to other spaces.                               |  |
| <input type="checkbox"/> Fundraiser     | Fundraiser Request Form must be completed if items will be sold at event.   |  |
| <input type="checkbox"/> Items For Sale | Requisition(s) for item(s) that will be sold at event must be completed.  |  |
| <input type="checkbox"/> Generator      | If event requires additional power use, rental of generator is required and <b>Requisition must be turned in.</b> |  |

► **Equipment & Installation**

| • AUDIO VISUAL                                 | Quantity |  | Quantity |  |
|--|----------|--|----------|--|
| <input type="checkbox"/> Public Address System |          | <input type="checkbox"/> Microphone(s)   |          |  |
| <input type="checkbox"/> Promethean Board      |          | <input type="checkbox"/> Computer/Laptop |          |  |

*Special Instructions for Audio Visual:*

|  |
|--|
|  |
|--|

| • CUSTODIANS                    | Quantity |                                   | Quantity |                                | Quantity |
|---------------------------------|----------|-----------------------------------|----------|--------------------------------|----------|
| <input type="checkbox"/> Tables |          | <input type="checkbox"/> Chairs   |          | <input type="checkbox"/> Tarps |          |
| <input type="checkbox"/> Podium |          | <input type="checkbox"/> Clean Up |          | <input type="checkbox"/> Other |          |

*Special Instructions for Custodians:*

|  |
|--|
|  |
|--|

► **ADDITIONAL INFORMATION:**

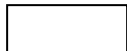
|  |
|--|
|  |
|--|

► The above request has been:  Approved  Denied By: \_\_\_\_\_ Date: \_\_\_\_\_

Reason For Denial: \_\_\_\_\_

**DETAILED INSTRUCTIONS FOR SET-UP**

*(Please make a sketch of set-up)*



Table



Chair



Podium



Microphone



Promethean Board

**CIRCLE ONE:** AUDITORIUM STAGE – LEVER GYM – LAVETTER GYM – CAJERO LIBRARY

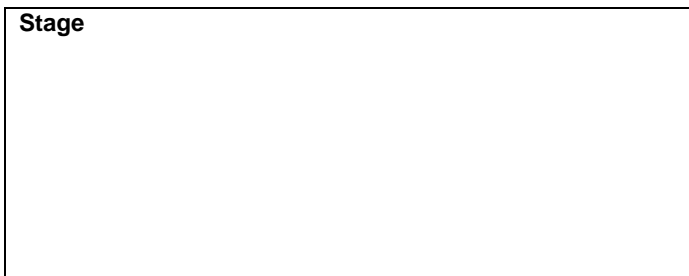


Room Capacity: Auditorium (650), Gyms (2,000/500) & Library (150)

**AUDITORIUM LOBBY**

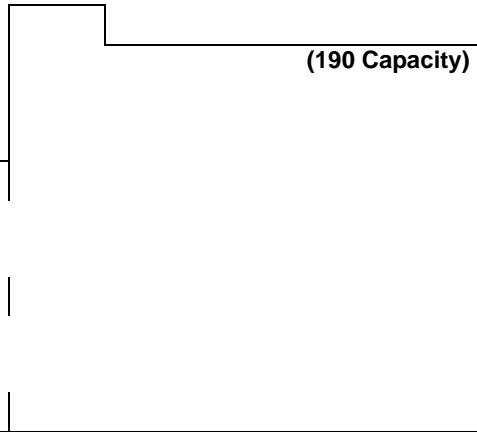
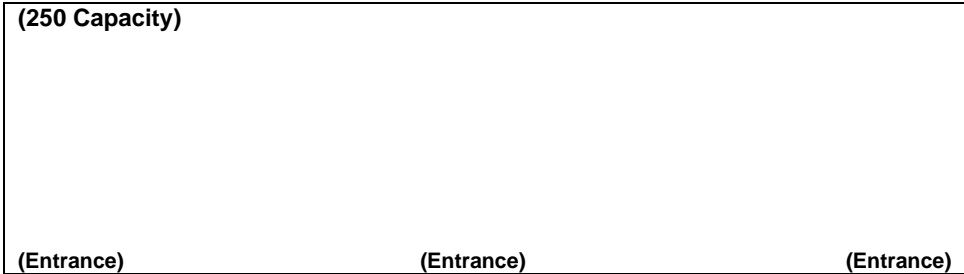


**LITTLE THEATER (140 Capacity)**



**CAFETERIA**

(250 Capacity)



**SPECIAL PROJECTS ROOM (60 Capacity)**

Stage



**PATIO STAGE**

