

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

PUEBLO MAGNET HIGH SCHOOL FACILITIES FORM

ACTIVITIES OFFICE

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

EVENT:		SCHOOL/ORGANIZATION:	
DATE(S) TO BE USED:		TIME(S):	For events after 10 p.m. or weekends, must fill out a Facilities Request Addendum for H/C.
AREA(S) TO BE RESERVED:			
CONTACT PERSON:		MOBILE:	EMAIL:
		OTHER:	

DURING SCHOOL HOURS (7:30 a.m. - 2:35 p.m.)				AFTER SCHOOL HOURS (2:35 p.m. – 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 Requisition must be turned in.	

► **Equipment & Installation**

AUDIO VISUAL	Quantity	Quantity	Quantity	Quantity
<input type="checkbox"/> Public Address System		<input type="checkbox"/> Microphone(s)		<input type="checkbox"/> LCD Projector/Laptop
<input type="checkbox"/> Screen		<input type="checkbox"/> DVD/VCR Combo		<input type="checkbox"/> Overhead Projector
<i>Special Instructions:</i>				
CUSTODIANS	Quantity	Quantity	Quantity	Quantity
<input type="checkbox"/> Tables		<input type="checkbox"/> Chairs		<input type="checkbox"/> Tarps
<input type="checkbox"/> Podiums		<input type="checkbox"/> Clean Up		<input type="checkbox"/>
<i>Special Instructions:</i>				

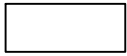
► **ADDITIONAL INFORMATION:** _____

► **The above request has been:** **Approved** **Denied** **by:** _____

Reason: _____

DETAILED INSTRUCTIONS FOR SET-UP

(Please Make A Sketch Of Set-Up)



Table



Chair



Podium



Microphone



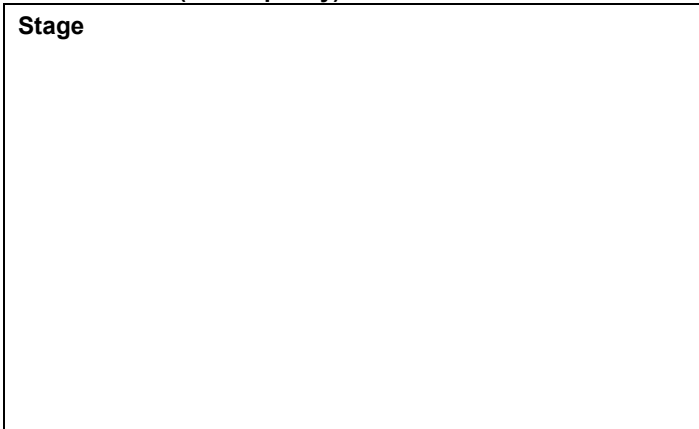
Screen



LCD

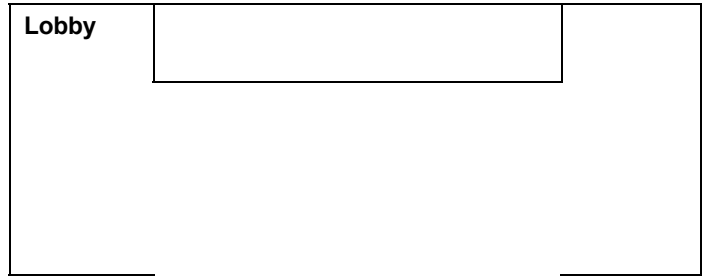
AUDITORIUM (650 Capacity)

Stage



(Main Seating)

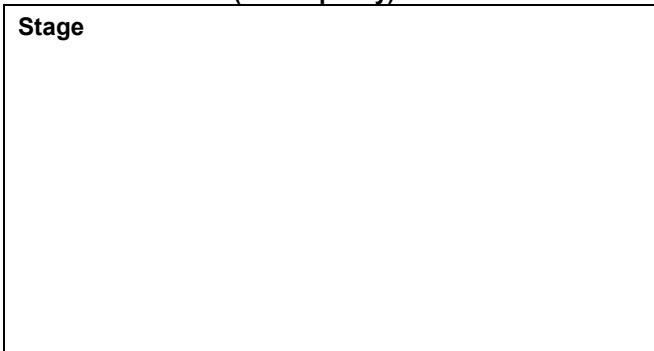
Lobby



(Entrance)

LITTLE THEATER (140 Capacity)

Stage



Lobby



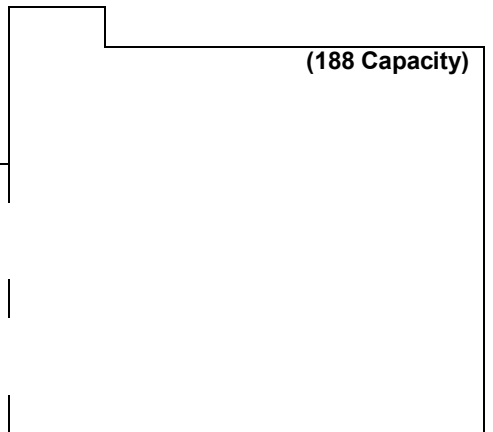
(Entrance)

CAFETERIA

(249 Capacity)



(188 Capacity)



SPECIAL PROJECTS ROOM (60 Capacity)

Stage

