

# HRUSD Staff Facility Request

Use this form to request use of district facilities. Before requesting, check the district facility and event calendars to see if there are any conflicts.  
Submit this form to the school office at least two weeks prior to the event. (This form is due to the District Office at least one week prior to the event.)

<b>Requested by:</b>		<b>Date of Request:</b>													
<b>Contact Person(s):</b>															
<b>Event:</b>															
<b>Requested Facility:</b> (Check all that apply) <table border="0"> <tr> <td><input type="checkbox"/> Large Gym</td> <td><input type="checkbox"/> Board Room</td> </tr> <tr> <td><input type="checkbox"/> Small Gym</td> <td><input type="checkbox"/> Primary Playground</td> </tr> <tr> <td><input type="checkbox"/> Amphitheater</td> <td><input type="checkbox"/> Upper Playground</td> </tr> <tr> <td><input type="checkbox"/> Cafeteria</td> <td><input type="checkbox"/> Fields</td> </tr> <tr> <td><input type="checkbox"/> Elementary Library</td> <td><input type="checkbox"/> Dakota Parking Lot</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> Other: _____</td> </tr> </table>				<input type="checkbox"/> Large Gym	<input type="checkbox"/> Board Room	<input type="checkbox"/> Small Gym	<input type="checkbox"/> Primary Playground	<input type="checkbox"/> Amphitheater	<input type="checkbox"/> Upper Playground	<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Fields	<input type="checkbox"/> Elementary Library	<input type="checkbox"/> Dakota Parking Lot	<input type="checkbox"/> Other: _____	
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<b>Event Date:</b>	<b>Start Time</b>	<b>End Time</b>													
Actual Event Times:															
Facility Reservation Times:															
<b>Recurrence:</b> If this is a recurring event, please explain the details of recurrence. (i.e., what day(s), how often, end date, etc.)															
<b>Black Out:</b> Are you requesting a "Black Out" due to a large event that will require all available parking? <table border="0"> <tr> <td><input type="checkbox"/> No</td> </tr> <tr> <td><input type="checkbox"/> Yes</td> </tr> </table>				<input type="checkbox"/> No	<input type="checkbox"/> Yes										
<input type="checkbox"/> No															
<input type="checkbox"/> Yes															
<b>Equipment:</b> List any requested equipment such as sound system, risers, podium, etc.															
<b>Comments:</b> If there is any additional information you would like to share, provide it here.		<b>Site Administrator Approval</b>  Initials: _____  Date: _____													