****

**NORTHWESTERN HIGH SCHOOL - FACILITIES USE FORM – fill in all areas**

Event:  Contact:

**Facility to be used: (check all that apply) Date & Actual Time of Use: Purpose: (e.g. rehearsal, concert)**

\*\*Specify exact location if there is a blank after facility PLEASE SPECIFY SHOW TIMES

Auditorium **Date:** **Click here to enter a date.**

CafeteriaFrom:       AM PM

Lobby       To:     AM PM

Media Center

Gym (B, F) **Date: Click here to enter a date.**

Room(s)  From:       AM PM

Fields  To:     AM PM

Courtyard  **Date:** Click here to enter a date.

From:       AM PM

To:     AM PM

**Date:** Click here to enter a date.

From:       AM PM

To:     AM PM

**\*Please list additional days on separate sheet.\***

**Gates/Doors to be Open Parking Lots To Be Used:**

**C**  **D**  **E**  **F**  **Bus loop**

**If anything changes from what you submit here prior to your event, you must notify Mrs. Scott and/or Mr. Lancaster.**

**Anticipated number of participants:** **Comments:**

**Signature:** **Date:**

**Operational needs /** Security /       @ $25 per hour **Please list other needs here:**

**amounts:** Microphones /      

Tables /      

Chairs /      

Podium /      

Electrical source /      

Custodial /

Money box /

**TO BE COMPLETED BY SCHOOL FACILITIES ADMINISTRATOR**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Facility Manager**