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**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**