

Calendar _____ Custodial _____ A.V. _____ Facilities/HVAC _____ Bookstore _____

IRONWOOD RIDGE HIGH SCHOOL
Facility Request Form

Date: _____ Fundraiser: Yes _____ No _____ If yes, is paperwork submitted to STUGO: Yes _____ No _____

Group/Organization: _____ Event: _____

Name of Sponsor: _____ Phone: _____ Email: _____

Date of Event: _____ Requested Area/Room: _____

Event Start/End Times: _____ Open/Close Times: _____

Approximate Number of Attendees: _____

Equipment and other needs (please check):

Computer _____ Audio/Sound/PA _____ Heat/Air _____ # Chairs _____
LCD Projector _____ Podium _____ Flag: _____ # Tables _____
DVD/VHS _____ Projector Screen: _____ Special Lights (MPR or Auditorium) _____
Overhead _____

Custodian Needed? Yes _____ No _____ District Contract Required? Yes _____ No _____

Open Gym Bleachers: _____

Other Needs (please list): _____

Diagram of Set-up for Activity:

Submit completed form to Bonny McGann in the Operations Office or email to bmcgann@amphi.com.

Office Use Only

Administrator Signature: _____ Date: _____

Cleared by: _____ Date: _____