

# Facility Request Form - Gunn High School

Please return this form to the main office at Gunn High School or email to facilities secretary [bjohnson@pausd.org](mailto:bjohnson@pausd.org)

**FACILITIES USERS:** Please complete the [Application and Permit for Use of Facilities](#) and provide the required [Insurance information](#) or the space will be released.

- All events and activities require approval by the facilities office. The maintenance crew requires at least 48-hours notice
- District policy requires users to do their own set up and breakdown.
- For set up changes or emergencies, contact the custodial team: [gunnmaint@pausd.org](mailto:gunnmaint@pausd.org), or cell phone: 650-444-7145

**STUDENTS:** This form places a temporary hold on a space. Please complete the SEC application process and forms available at <https://sites.google.com/site/gunnstudentactivities/asb-forms>

Set-up and breakdown support is only available to students, staff, and Gunn High School associations. Not all set-up requests can be honored. Custodial staff will contact you with any concerns.

Event Title \_\_\_\_\_ Location Requested \_\_\_\_\_

Date of Event \_\_\_\_\_ Date of Request \_\_\_\_\_ Expected attendance # \_\_\_\_\_

Arrival Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Group \_\_\_\_\_ Contact name(s) \_\_\_\_\_

Activities \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Food:  Yes  No If yes:  Catered  Potluck  Pizza Other: \_\_\_\_\_

Equipment Requests **6' Tables** (seats 6-8) # \_\_\_\_\_ **Chairs** # \_\_\_\_\_

Other: \_\_\_\_\_

*Note: all Audio/Visual presentation aids and any electrical needs require a staff member to complete a tech help-desk ticket*

Please describe your event or activity and use the space below and/or the back of this page for set-up instructions, diagrams, or special requests.