

GUNN FACILITIES REQUEST FORM

Turn into Main Office – Facilities Secretary

Reminder: completing this form is not a confirmation of approval. All event / activities must be approved by facilities, and **GunnMaint would appreciate getting the information 48 hours in advance of event.**

Today's Date: _____ Requestor: _____

Event Title: _____ Event Location: _____

Date of event: _____

Set up Time: _____ Start: _____ End: _____ Cleanup: _____

Group/Advisor: _____ # of Attendees: _____

Contact Phone: _____ Email: _____

Food: Y N If Yes: Catered _____ Potluck _____ Pizza _____ Other _____

****Audio Visual / Presentation Aids / Electrical required - email: GunnTech**

EQUIPMENT NEEDS: Please be as accurate as possible with #'s being requested:

Tables (6' – seat 6 - 8): _____ Chairs: _____ Diagram: if needed, put below

FURNITURE / OTHER:

___ podium / lectern

___ tables

___ chairs

___ trash / recycling / compost

TITAN GYM:

___ girls bleachers

___ boys bleachers

___ snack bar

BOW GYM:

___ bleachers

___ kitchen

___ dance room

Special Notes / Requests / Set ups / Diagrams: