Greenbrier High School

FACILITIES REQUEST FORM

Date of Event _____ Date Submitted _____ ☐ Approved ☐ Denied

Time of Event Begins: _____ AM ☐ PM ☐

Ends: _____ AM ☐ PM ☐

Event _____ Administrator Assigned:

Organization _____

Contact _____

Phone _____ Security Assigned:

Attendance
(approximate #) _____

Description of Event _____

_____

Indicate the items requested:

- ☐ Auditorium
- ☐ Auditorium Lobby
- ☐ Baseball Field
- ☐ Cash Box
- ☐ *Checks from Ms. Wise
- ☐ Classroom (s)
- ☐ Conference Room
- ☐ Gym
- Bleachers: ☐ in ☐ out
- ☐ Gym Lobby
- ☐ Mall Hall
- ☐ Media Center
- ☐ *Security
- ☐ Scoreboard/clock
- ☐ Softball Field
- ☐ Stadium
- ☐ Tickets

- ☐ Sound System
- ☐ Projector
- ☐ Screen
- ☐ Keys
- Master ☐
- Padlock ☐
- Other ☐
- Other: _____
- _____

- ☐ Heat/Air
- Time _____ to _____
- ☐ Tables
- How many _____
- Folding _____
- Lunchroom _____
- ☐ Trash Cans
- How many _____
- ☐ *Custodians to clean up
- ☐ Concession Area(s)
- Baseball ☐
- Gym ☐
- Softball ☐
- Stadium ☐

Comments _____

_____

*Must be paid for by person/organization