

HANNA EARLY COLLEGE HIGH SCHOOL  
FACILITY REQUEST FORM

Today's Date \_\_\_\_\_

Name \_\_\_\_\_ Department/Room # \_\_\_\_\_

Event \_\_\_\_\_ Date of Event \_\_\_\_\_

Set-Up Time \_\_\_\_\_ Beginning Time \_\_\_\_\_ Ending Time \_\_\_\_\_

AREA REQUESTED: \_\_\_\_\_ CAFETERIA

\_\_\_\_\_ D-106

\_\_\_\_\_ LIBRARY

\_\_\_\_\_ BAND HALL

\_\_\_\_\_ PATIO

\_\_\_\_\_ GYM (LARGE/SMALL/AUXILARY)

\_\_\_\_\_ AIR CONDITIONING

\_\_\_\_\_ SECURITY – HOW MANY NEEDED \_\_\_\_\_

\_\_\_\_\_ CUSTODIANS – HOW MANY NEEDED \_\_\_\_\_

\_\_\_\_\_ TABLES – HOW MANY NEEDED \_\_\_\_\_

\_\_\_\_\_ CHAIRS – HOW MANY NEEDED \_\_\_\_\_

\_\_\_\_\_ EQUIPMENT (PROJECTOR, SCREEN, ETC.) \_\_\_\_\_

\_\_\_\_\_ OTHER

PLEASE PROVIDE A DIAGRAM FOR SEATING/TABLE ARRANGEMENT:

\_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED

\_\_\_\_\_  
Mrs. Blanca E. Lambarri, Principal

\_\_\_\_\_  
Date