



HANNA HIGH SCHOOL
FACILITY REQUEST

TODAY'S DATE _____

NAME _____ DEPARTMENT/ROOM # _____

EVENT _____ DATE OF EVENT _____

SETUP TIME _____ BEGINNING TIME _____ ENDING TIME _____

AREA REQUESTED:

- | | |
|-------|-------------------------------------|
| _____ | CAFETERIA |
| _____ | D-106 |
| _____ | LIBRARY |
| _____ | BAND HALL |
| _____ | PATIO |
| _____ | GYM (LARGE/SMALL/AUXILARY) |
| _____ | AIR CONDITIONING |
| _____ | SECURITY - HOW MANY _____ |
| _____ | CUSTODIANS - HOW MANY _____ |
| _____ | TABLES - HOW MANY _____ |
| _____ | CHAIRS - HOW MANY _____ |
| _____ | EQUIPMENT (PROJECTOR, SCREEN, ETC.) |

PLEASE PROVIDE DIAGRAM FOR SEATING/TABLE ARRANGEMENT: