



BASHA HIGH SCHOOL

5990 S. Val Vista Rd. Chandler, AZ 85249
480-224-2100

BHS FACILITY USE REQUEST FORM

Event Name:

Facility(ies) Requested:

Date(s) of Event:

Actual Event Time {Start and Finish}:

Setup Time:

Clear Out Time:

How many people are expected to attend?

Organization:

Contact Person:

Cell Phone Number:

Email:

In District: Out of District:

Will money be collected for this event? Yes No

TEACHER SPONSOR: _____ Today's Date: _____

Air Conditioning/Temp Control Needed: _____ (All events after 4pm and weekends will need AC)

Equipment Needed		
Tables # _____	Chairs# _____	Podium: _____

Please indicate which are needed		
Security: <input type="checkbox"/>	Custodians: <input type="checkbox"/>	Officers: <input type="checkbox"/>

AV Requirements: Please contact Larry Hendon

Sound System/Speakers:

Microphone(s):

LCD Projector:

Screen:

Special Instructions/Additional Information:

Facilitron: _____ FSDirect: _____

Date Entered: _____

Setup Instructions included on Facilitron? Y / N

SIGNATURE:
