

SPECIAL EQUIPMENT/MATERIALS OR SETUP NEEDED
 (Please note equipment not requested may not be available)

Name of Group/Organization: _____

Contact Person: _____ Phone Number: _____

Date of Event: _____ Date Received: _____

HIGH SCHOOL REQUESTS Room Requested? _____

	Item	Number Available (if not already spoken for)	Number Requested
<input type="checkbox"/>	8 Foot Long White Tables	6	
<input type="checkbox"/>	Cafeteria Tables	34	
<input type="checkbox"/>	Chairs	290	
<input type="checkbox"/>	23 Inch High Platforms	13	
<input type="checkbox"/>	15 Inch High Platforms	4	
<input type="checkbox"/>	8 Inch High Platforms	6	
<input type="checkbox"/>	Computers	Labs Available	
<input type="checkbox"/>	P.A. System	1	
<input type="checkbox"/>	Projector Screen	1	
<input type="checkbox"/>	Multi-Media Projector	1	

Special Instructions: _____

MIDDLE SCHOOL REQUESTS Room Requested? _____

	Item	Number Available (if not already spoken for)	Number Requested
<input type="checkbox"/>	8 Foot Long White Tables	2	
<input type="checkbox"/>	Cafeteria Tables	17	
<input type="checkbox"/>	Chairs	136	
<input type="checkbox"/>	Computers	Labs Available	
<input type="checkbox"/>	P.A. System	1	
<input type="checkbox"/>	Projector Screen	1	
<input type="checkbox"/>	Multi-Media Projector	1	

Special Instructions: _____

GROVE CAMPUS REQUESTS Room Requested? _____

	Item	Number Available (if not already spoken for)	Number Requested
<input type="checkbox"/>	8 Foot Long White Tables	19	
<input type="checkbox"/>	6 Foot Long White Tables	2	
<input type="checkbox"/>	AWARE Tables	4	
<input type="checkbox"/>	Cafeteria Tables	40	
<input type="checkbox"/>	Chairs	311	
<input type="checkbox"/>	Risers/Platforms	4 Band Room & 4 Field House	
<input type="checkbox"/>	Bleachers	5 – 3 Row Bleachers (F.H.)	
<input type="checkbox"/>	Computers	Labs Available	
<input type="checkbox"/>	P.A. System	1	
<input type="checkbox"/>	Projector Screen	1	
<input type="checkbox"/>	Multi-Media Projector	1	

Special Instructions: _____