

**MAIDU ELEMENTARY SCHOOL  
FACILITY REQUEST FORM 2005-2006**

★ **Required Fields**

★ **Facility Requested:** Multipurpose Room  Stage  Library

★ **Today's Date:** \_\_\_\_\_ ★ **Date(s) Requested:** \_\_\_\_\_

★ **Teacher Contact** \_\_\_\_\_

★ **Primary Contact** \_\_\_\_\_ Phone # \_\_\_\_\_

Or Email address \_\_\_\_\_

**Alternate Contact** \_\_\_\_\_ Phone # \_\_\_\_\_

Or Email address \_\_\_\_\_

★ **Event** \_\_\_\_\_ ★ **Set Up Time** \_\_\_\_\_ AM  
PM

★ **Event Start Time** \_\_\_\_\_ AM  
PM ★ **Event End Time** \_\_\_\_\_ AM  
PM

**SET-UP DETAILS (INCLUDE ALL NEEDS, IF QUESTIONS PLEASE CONTACT COORDINATION CUSTODIAN,  
PAGER 522-8318 OR EMAIL: bfisher@eureka-usd.k12.ca.us)**

**CHECK AMENITIES REQUIRED AND STATE QUANTITIES BELOW:**

SOUND SYSTEM  MICROPHONE (S)  SPEAKERS  TABLE (S)  CHAIRS(S)   
KITCHEN  RISERS  OTHER ITEMS

**SIGNATURE REQUESTING** \_\_\_\_\_ **DATE** \_\_\_\_\_

**SIGNATURE OF PRINCIPAL** \_\_\_\_\_ **DATE** \_\_\_\_\_

**Office Use Only**

PLACED ON FACILITIES CALENDAR  (include set-up time)

PLACED ON MASTER CALENDAR  (include event time)

COPY TO COORDINATING CUSTODIAN

ABOVE COMPLETED BY \_\_\_\_\_ DATE \_\_\_\_\_

30 x 60

Small Table

(2) 24 x 72

○ Trash Containers

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