

Dean Approval
Signature: _____
Todays Date: _____

2014/15 Grace Prep Academy Calendar Item / Facility Request

Thank you so much for filling out this request!

Todays Date: _____

Organization or Group Name: _____

Contact Person (Sponsor/Requestor): _____

Cell Phone _____

Sponsor email address: _____

Name / Purpose / Description of Event: Lunch Meeting

Event Date: _____ **Event Day of the Week:** Mon Tues Wed Thurs Fri Sat Sun

Event Time: Start: 12:00 p.m. End: 12:25 p.m. Setup Begins at N/A

Approx # Attendees: Adult _____ Student _____

Space Requested - Please circle ALL that apply

Interior: Auditorium _____ Upstairs Rms 205/207 _____ Portable Classroom _____

Main Bldg Classroom _____ Other _____

Exterior: Front Lawn (east) _____ Side Lawn (north) _____ Playground _____

Other _____ Restroom Access? Yes / No _____

Description of Event for RenWeb Calendar _____

(This info will be posted on RenWeb) _____

Date Approved: CB: _____ Activities: _____ Teacher Notified: _____ Facilities: _____

Calendared on: Renweb _____ Outlook _____ (email GPA Property group) _____

Set-Up / Equipment # Tables _____ # Chairs _____ Microphone(s) _____ Projector _____

Podium _____

Notes / Special Arrangements: (Select or Submit layout on back)

Leave the room as you found it. Remove all food trash. Erase anything written on the white boards please. Thank you!

For Facilities Use ONLY Below This Line

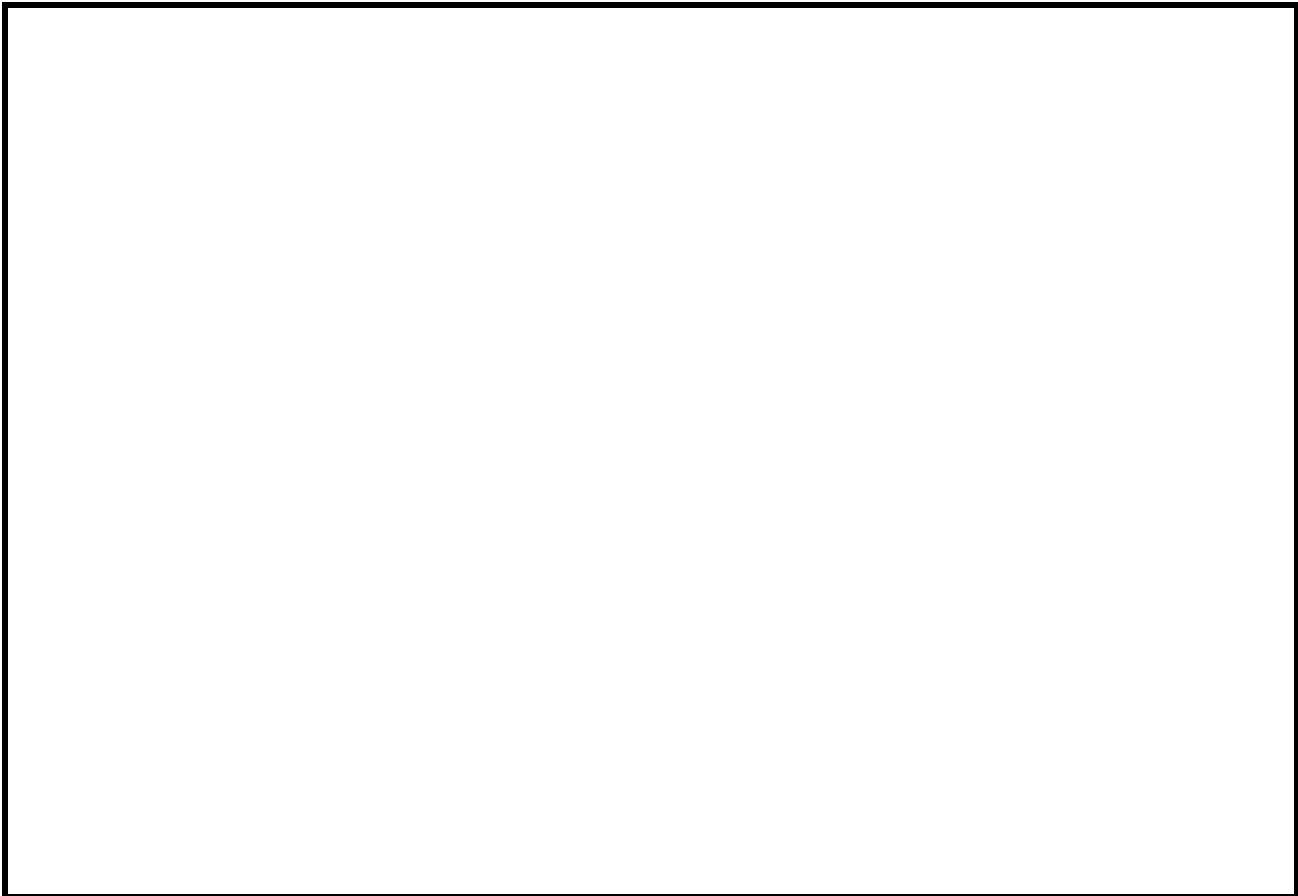
Confirmation: Room/Area(s) Assigned: _____

Set-Up Responsibility: _____ Organization or Facilities Staff

Tear-Down Responsibility: _____ Organization or Facilities Staff

Clean-Up Responsibility: _____ Organization or Facilities Staff

Indicate any Special Room Arrangements:

A large, empty rectangular box with a black border, intended for the user to specify any special room arrangements. The box is currently blank.