



# Brother Rice High School Maintenance Set-Up Request

Area must be reserved *prior* to completing this form  
*Please complete two weeks prior to event*

Today's Date: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Requestor: \_\_\_\_\_

Requestor Telephone Number: \_\_\_\_\_

*Please attach a diagram with explanation of room requirements, including placement of tables, chairs, podium, etc. to this form.*

**Area(s) Requested:**

- |                                    |   |   |
|------------------------------------|---|---|
| <input type="checkbox"/> Boardroom | <input type="checkbox"/> Classroom - Room # _____ | <input type="checkbox"/> Fitness Center |
| <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Edmund Rice Foyer        | <input type="checkbox"/> Gymnasium      |

**Set Up Needed:**

Date: \_\_\_\_\_  
Start Time: \_\_\_\_\_  
End Time: \_\_\_\_\_

**Clean Up Needed:**

Date: \_\_\_\_\_  
Start Time: \_\_\_\_\_  
End Time: \_\_\_\_\_

**AV Needed:**

- Microphone:  Cafeteria (See Mr. Williamson)       Gym (See Mr. Calcaterra)

**Additional Details:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name of staff/faculty member present during event:**

\_\_\_\_\_

**Approved:** \_\_\_\_\_ Date: \_\_\_\_\_  
(Geri Dunaway - Executive Assistant to the President/Principal)

**Distribution:**

- |                   |               |                   |                   |
|-------------------|---------------|-------------------|-------------------|
| • Requestor       | • Tim Kury    | • Jennifer Wagner | • Sean Williamson |
| • Jeff Calcaterra | • Chris McCoy | • Mary White      |                   |