



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 to this form with explanation of room requirements, including placement of tables, chairs, podium, etc.

Area(s) Requested:

- | | |
|---|---|
| <input type="checkbox"/> Brother McIntyre F/S Commons | <input type="checkbox"/> Classroom - Room # _____ |
| <input type="checkbox"/> Commons Conference Room | <input type="checkbox"/> Dining Hall <input type="checkbox"/> Father Joseph Grimaldi Foyer |
| <input type="checkbox"/> Fitness Center | <input type="checkbox"/> Gymnasium <input type="checkbox"/> Owen & Patricia Zidar Boardroom |

Set Up Needed:

Date: _____
Start Time: _____
End Time: _____

Clean Up Needed:

Date: _____
Start Time: _____
End Time: _____

IT Equipment Needed:

Microphone: Dining Hall (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 | |