



Fuquay-Varina High School Facilities Use Form

(Multi-Purpose Room 2304 A/B, Athletic Facilities, Auditorium and Cafeteria)

****To reserve the conference room in Student Services email Amanda Baker**

*****To reserve the Media Center contact them directly**

There are conference rooms near the teacher's lounges. Reserve a teacher's conference room by using the calendar in each conference room. (DO NOT COMPLETE THIS FORM TO RESERVE A CONFERENCE ROOM)

Request Due to Dana Sobha (dhsobha@wcpss.net) at least TWO WEEKS in advance.

Name of Event _____

Date of Event _____ Time Event Begins _____ Time Event Ends _____

*Set-up Time Needed for Location/Space _____ a.m. _____ p.m.

Sponsored by/Responsible Group: _____ Advisor _____

Location/Space Reserved: _____

Special Needs (i.e. Equipment, Tables, Chairs, Heat/AC, etc.) _____

***Coordinating Sound Equipment: The Media Center can offer a portable speaker and wireless microphone. The Auditorium's lighting and sound is coordinated with Mrs. Macgovern.**

Personnel Required (Check all that apply)

_____ Custodian

_____ Facility Supervisor

_____ Cafeteria Employee

_____ Other: _____

Additional Information: **If your event requires the custodial staff's help set up, please attach a room layout and written instructions.

Internal use Only: Date Submitted _____

_____ Administration Approval _____ Athletics Approval _____ Auditorium (Fine Arts) Approval _____ Media Center Approval

_____ Master Cal _____ Custodial Staff Assigned _____ HVAC Request