

Western Sierra Collegiate Academy - INTERNAL FACILITIES USE FORM

GROUP NAME: Rocklin Academy Birthday EVENT NAME: 8th Grade Promotion Ceremony
 EVENT DATE: 6/4/19 DAY: Thursday START TIME: 6:00PM END TIME: 8:00PM
 CONTACT PERSON: Susu Hughes PHONE #'S: 916-770-4550 x803
 BUILDING/ROOM(S) TO BE USED: Gym

Fundraiser Event: YES <input checked="" type="radio"/> NO <input type="radio"/> (if yes, see Business Ops.) Tables & Chairs: How Many? <u>Yes</u> Podium: Yes <input checked="" type="radio"/> No <input type="radio"/> Bleachers: 1 or 2 Sides- North/ South	Microphone(s): How Many? <u>2</u> Projector/Projector Screen (only in gym or quad) <u>Yes</u> Sound? <u>Yes</u>
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Please describe the requested area set-up and other specific instructions that are needed:

See attached schematic

- 54 blue chairs + 27 music stands on risers on stage
- Small podium with one microphone
- 18 chairs in 2 rows of 9 for Faculty + Administration
- 1 set of bleachers for choir and one solo microphone
- 1 set of bleachers for graduates
- 2 tables for program/desserts

SUPERVISION: Total Number of People Expected _____ Number of Adults _____ Number of Staff _____ Money at the Door: Yes No

CUSTODIAL: (IF EVENT IS SCHEDULED FOR A WEEKEND, CUSTODIANAL FEES REQUIRED) Restrooms Needed: YES or NO (how many? _____)

Susu Hughes 6/2/19
 Signature of Applicant (required) Date

 Signature of Admin. Facilities (required) Date

Please note the following:

ALL Room Tables MUST stay in the Rooms unless previously requested.

Applicant Group/ Club/ Sport / Person MUST pay for fees associated with security and custodial services.

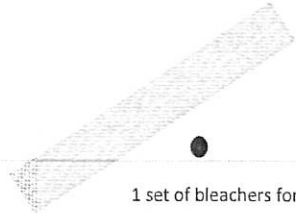
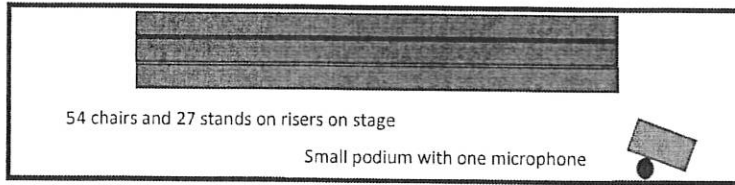
ALL fundraisers MUST be cleared through ASB and Business Operations.

Fees associated with tables and chairs are paid by the applicant Group/ Club/ Sport / Person

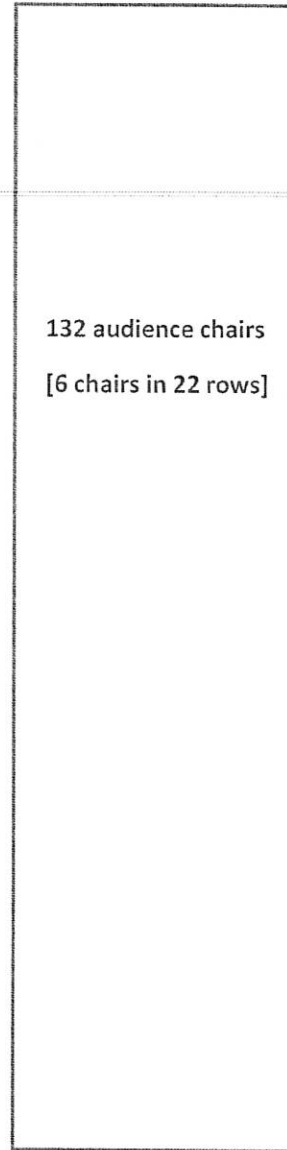
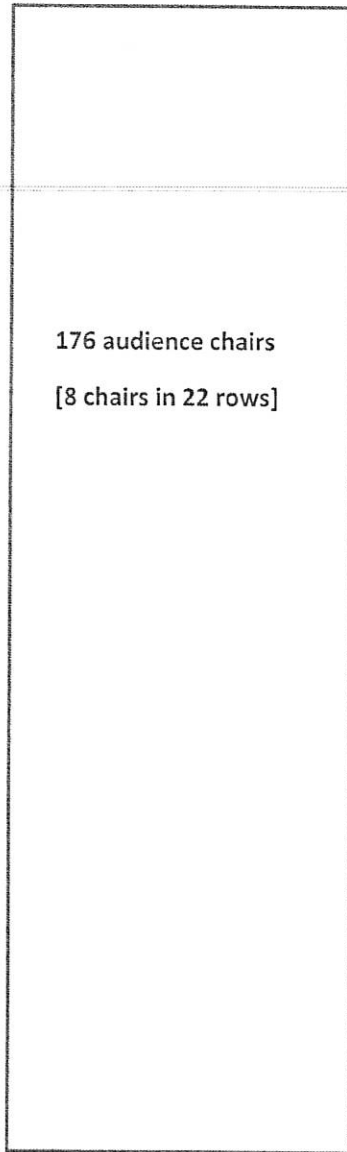
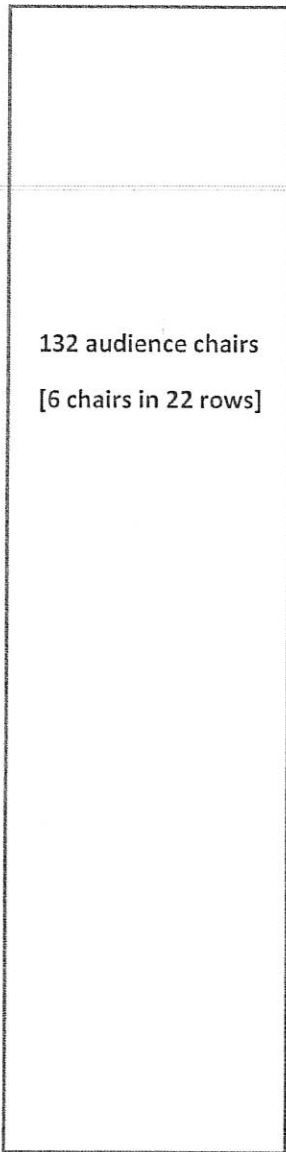
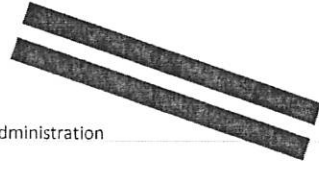
 Signature VAPA Department Head Date *IF YOU ARE REQUESTING TO USE THE THEATER.

The below box is to be filled out by administration only – thank you

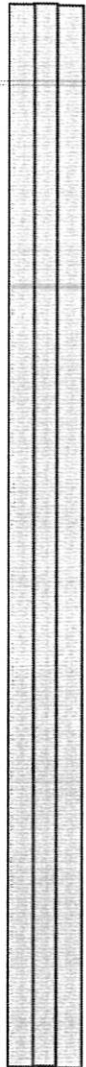
APPROVED: YES or NO	Event Day Cleared: Yes No Event Calendared: Yes No
CAMPUS SUPERVISORS NEEDED? YES or NO (how many? _____)	CUSTODIANS NEEDED? YES or NO
Admin Coverage Required? Yes or No (who? _____)	Signature of Administrator _____ Date _____



18 chairs in two rows of nine for faculty and administration



4 sets of bleachers for graduates



One table inside for programs and
one table outside for cake and water

