

SCHEDULING REQUEST

Name of person submitting request: _____ **TODAY'S DATE:** _____

Phone # where you can be reached: _____

E-mail address: _____

Request to use: Large Gym _____ Small Gym _____ Lower Commons _____
Auditorium _____ Media Center _____ Upper Commons _____
Parking Lot _____ Stadium _____ Other _____

EVENT DATE(S) & TIME – please be sure to use MM/DD/YY format:

EVENT: _____ Group Hosting Event: _____

Special needs/materials, etc:

REQUEST ACCEPTED ON: _____ **BY:** _____

REQUEST DENIED ON: _____ **BY:** _____

Comments: _____

*****Please return form to

Heather Bush in the Front Office. All requests must be turned in **2 weeks** in advance.

Procedure:

1. Obtain a request form from Ms. Bush in the Front Office.
2. Check the School Calendar and Facilities Usage Calendar on Ryle's Home Page to be sure date requesting is available (at least two weeks prior to the event).
3. Fill out request and return to Ms. Bush.
4. You will receive a copy of your request and/or e-mail notification once your request is approved or denied.
5. If you decide to reschedule, a new request must be filled out.

Office use only: Request RCVD on: _____ Use Agreement _____ Waiver _____ Invoice _____ Paid

Copies to be given to: _____ Group submitting request _____ Custodians
_____ Mr. Demler _____ Other: _____