INTERLAKE HIGH SCHOOL
REQUEST TO SCHEDULE SCHOOL FACILITY

Today's Date Jan. 27, 2012

Date of Activity * Feb 7, 2012 Feb 22 2012

Day of Activity _____

Nature of Activity AMC Math Competition

Scot Millholleu
Activity Advisor

7298
Contact Number

____ Library

____ Commons

____ Theater

____ Counseling/Career Center

____ Conference room 1506 (admin. Office) Conference room 1514 (admin. Office)

____ Classroom # _____ # _____ # _____ # _____

____ Horticulture Classroom

X Outside Gym

____ Main Gym . . . . . (any gym usage must be pre-approved/pre-arranged with the Athletic Director)

____ Upper gym

Time Requested: from: Feb. 7 7 am/pm to: 9 am/pm

Performance: * Feb 22 8 am/pm to: 10 am/pm

Please check if needed:

		north	south	upper
O	Bleachers			
O	Tables . . . . . number needed	45		
O	Chairs . . . . . number needed	90		
O	PA System			
O	Lighting/Lighting Crew			
O	Other equipment needed			

45 tables
90 chairs

Second session
* Mid-winter break

By signing below you agree to have the facility and equipment returned to original order

Custodial fees paid? Yes X No _____

Date entered on the building calendar X Number of participants expected: 90

Additional Info _____

Signed by Scot Millholleu (Advisor) x [signature] 1/27/12 (date)

Office Manager: [signature] _____ (date)

White Copy – Custodian Yellow Copy – Log Book Pink Copy - Advisor