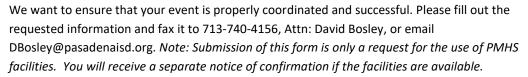
2019-2020 Pasadena Memorial Building Use Request Form





Event:		_ Group:
Primary Co	Contact:	
Phone:	E-mail:	
Date(s) of	of Event:	
Time of Ev	Event- Start: End:	
Time of Ac	Access Needed to Building- Start: End:	
Number o	of Attendees:	
What Space	pace Do You Need?	
_	_ Auditorium	
_	_ Dining Hall	
_	Outdoor area (please specify):	
_	Gym: How many? 1 2 3	
_	Large meeting room	
_	Classroom(s): How Many?	
_	Computer lab: Maximum of 24 occupants (Note: An automatic	c computer technician charge will be applied per hour of use.)
Who Do Y	You Need? (Hourly rates apply at a minimum of 4 hours)	
_	_ PISD Police	
_	_ Sound Technician	
_	Lighting Technician	
_	Custodial Staff *If you do not have an employee to open, close, disarm and arm building, you must pay for a custodian.	
_	_ Computer Technician	
What Tech	echnology/Presentation Equipment Do You Need?	
_	Microphone	
_	Video projector/Laptop/Screen	
_	_ Sound capabilities for video	
_	_ Podium	
	Other:	

Special Requests? Pasadena Memorial will make every effort to accommodate all requests. We will notify you in advance if part of your request cannot be met. Please list.