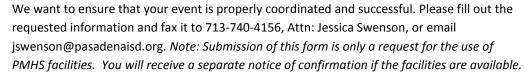
2017-2018 Pasadena Memorial Building Use Request Form





Event:	Group:
Primary Co	ontact:
Phone:	E-mail:
Date(s) of	Event:
Time of Ev	ent- Start : End :
Time of Ac	cess Needed to Building- Start: End:
Number of	Attendees:
What Space	ee 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 computer technician charge will be applied per hour of use.)
Who Do Y	Du 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	nology/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.