

2017-2018 Pasadena Memorial Building Use Request Form



We want to ensure that your event is properly coordinated and successful. Please fill out the requested information and fax it to 713-740-4156, Attn: Jessica Swenson, or email jswenson@pasadenaisd.org. *Note: Submission of this form is only a request for the use of PMHS facilities. You will receive a separate notice of confirmation if the facilities are available.*

Event: _____ Group: _____

Primary Contact: _____

Phone: _____ E-mail: _____

Date(s) of Event: _____

Time of Event- Start: _____ End: _____

Time of Access Needed to Building- Start: _____ End: _____

Number of Attendees: _____

What Space 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 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 Technology/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.