**Reservation for Events on DFA Campus**

* ***This form must be completed, signed by person responsible for event and returned to Mrs. Hoops within 24 hours prior to event.***
* ***Answer all questions. Insert N/A if question does not apply to your event.***

Event Name: (as it will be advertised) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Category of Event: \_\_\_Rehearsal/Practice \_\_\_Parent Meeting \_\_\_Performance \_\_\_Club Event \_\_\_Academic Event \_\_\_Other

Date(s) of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Will event repeat? (weekly, monthly?)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Begin time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Pick-up Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Pick-up from: 12th Street lot? \_\_\_\_ 13th Street lot? \_\_\_\_\_

Sponsor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Practice/Rehearsal is for? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Space to be used: (check all areas that apply)

**Note: HVAC is scheduled 6:00 am - 4:00 pm M-F. Arrangements will be submitted according to this form.**

\_\_\_ BJB Theater \_\_\_\_ Commons \_\_\_\_ Lobby \_\_\_\_ Courtyard \_\_\_ Recital Hall

\_\_\_\_ Art Building \_\_\_\_ Sm Dance Studio \_\_\_\_ Lg Dance Studio \_\_\_\_Amphitheater \_\_\_Media Center

\_\_\_ Gym Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: Use of Gym must have Coach Walker’s approval. (Coach must sign) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List students who will be using the space: (on back or separate sheet of paper)

Special Set-up (provide a diagram of set-up if applicable)

Tables – how many? (#\_\_\_white folding tables, #\_\_\_\_lunchroom tables, #\_\_\_other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Chairs – how many? (#\_\_\_ green chairs, #\_\_\_\_ black chairs, #\_\_\_\_ other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Gym bleachers pulled out? Yes or No

Trashcans – how many/where? (#\_\_\_\_ need inside where? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ #\_\_\_\_ outside where?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DFA tablecloth to be used? Yes or No If not, use plastic disposal clothes to protect tables.

Coolers to be used? (#\_\_\_\_ need where?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ With ice? Yes or No)

After 4:30 front doors need to be opened? Yes or No -- OR -- Volunteer is stationed at door to open? Yes or No

Box Office Manager scheduled (name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ House Manager scheduled (name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Funds collected at event? Yes or No Concessions sold? Yes or No Sold before \_\_\_ intermission \_\_\_ or after\_\_\_?

**(Note: Fundraiser Form and PAF must be submitted prior to event for approval and is on file. Yes or No)**

Made arrangements to retrieve cash box from vault? (name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Lock-up in vault (name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who will lock up after 6:00 p.m.? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Set Alarm? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Lock gate(s)?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Information/Notes:

*Agreement: A teacher must be present in the space with the students for the duration of the rehearsal/practice and agrees to remain at school until all students under his/her supervision has been picked up from the school. All areas used must be treated with respect. Return items to original locations before leaving. Take all trash to the dumpster. Support may not be provided to assist with set-up of your event, if reservation form is not on file 24 hours prior to the event.*

Signature of Sponsor/Person Submitting Reservation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_ Approved: \_\_\_\_\_\_\_\_\_

Reason if not approved: