

DATE RECEIVED \_\_\_\_\_ INITIALS \_\_\_\_\_

# Mullen High School

## Building/Classroom Reservation Request

\*\*\***ALL** REQUEST MUST BE SUBMITTED A **MINIMUM OF SEVEN (7) DAYS**

**PRIOR** TO THE DATE OF EVENT to

LaVoynn Miller at [miller@mullenhigh.com](mailto:miller@mullenhigh.com) 303-761-1764 ext.2405

### Facilities Usage regulations:

- Events are only scheduled Monday –Thursday
- Facilities WILL NOT be scheduled on Non-school days or holidays
- The following is prohibited in ALL areas of Mullen High School Campus:
  - Smoking
  - Helium-filled balloons
  - Smoke/fog machines
  - Loose glitter/confetti
  - Events having Alcoholic beverages MUST BE APPROVED prior to event
  - Wall fasteners other than removable BLUE painters tape
  - Any equipment that requires other than existing electrical outlets or circuits
  - Users of facility area is responsible for all clean-up of the event which includes removal of ALL decorations/fasteners.
  - Removing ALL trash to outside green dumpsters, cleaning all used furniture and returning all furnishings to their original positions.
  - In the Rilko main area chairs should be stacked by each table six chairs to a stack.

Failure to follow these regulations may result in the organizations ability to use these facilities for future events .

\*\* By signing below you are indicating that you have read the above regulations and agree to them.

Signature that the above has been read and agreed to \_\_\_\_\_

Date \_\_\_\_\_

Date(s) requesting for usage \_\_\_\_\_ Hours needed for facility usage \_\_\_\_\_

***Please check which location you would like to reserve:***

**RILKO:**

CHAPEL \_\_\_\_\_ LOBBY \_\_\_\_\_ MAIN SPACE \_\_\_\_\_ STAGE \_\_\_\_\_

KITCHEN AREA (Must have Food Service Manager's Initials \_\_\_\_\_)

**STUDENT LIFE CENTER:**

MAIN AREA \_\_\_\_\_

\*PLEASE CONTACT LAVOYNN @ [lavoynn.miller@mullenhigh.com](mailto:lavoynn.miller@mullenhigh.com) for possible usage of BOARD ROOM.

**SFERRA:**

MAIN LIBRARY AREA \_\_\_\_\_ SFERRA LOBBY \_\_\_\_\_

**PARTNERS HALL:**

KEYHOLE \_\_\_\_\_

**CLASSROOM(S) NUMBER (S):** \_\_\_\_\_

**OTHER** (Please Explain) \_\_\_\_\_

**\*\*Usage of Hutchinson Field House, Old Gym, Green Room or any area of these buildings and/ or any sporting field contact Hank Hooper at [hooper@mullenhigh.com](mailto:hooper@mullenhigh.com)**

**CONTACT INFORMATION:**

Person and or Group requesting \_\_\_\_\_

Phone Number \_\_\_\_\_ e-mail address \_\_\_\_\_

**Description of Activity** \_\_\_\_\_

Approximate number of participants: \_\_\_\_\_ Will food be served? \_\_\_\_\_

Please describe \_\_\_\_\_

Does this activity require use of the kitchen in the Rilko? \_\_\_\_\_ (remember to get approval from Manager)

\*\*If so please describe in detail what is needed \_\_\_\_\_

\_\_\_\_\_

**Do you need any of the following equipment for usage?**

**(IF SO A COPY OF THIS REQUEST MUST BE SUBMITTED TO MS. HAMER [hamer@mullenhigh.com](mailto:hamer@mullenhigh.com))**

Microphone(wireless) \_\_\_\_\_ how many \_\_\_\_\_

Hand held microphone \_\_\_\_\_ how many \_\_\_\_\_

Podium and mic \_\_\_\_\_

Overhead projector with screen/remote \_\_\_\_\_ Usage of Internet \_\_\_\_\_

Any other special equipment set up (please explain) \_\_\_\_\_

\_\_\_\_\_

Will area be decorated? \_\_\_\_\_(no helium balloons allowed)

Description of decoration(s) \_\_\_\_\_

\_\_\_\_\_

\*Please expect an email and/or phone call for confirmation and if there are further questions.