

RINCON UNIVERSITY HIGH SCHOOL AREA

RESERVATION/SCHOOL YEAR: _____ - _____

APPROVAL MUST BE SECURED A MINIMUM OF TWO WEEKS IN ADVANCE. Completing this form DOES NOT guarantee confirmation. Please send this form electronically to the Activities office staff in charge of area reservations. Be advised that a district rental agreement is required for any non-school related activity. Please contact TUSD Rental Office at 225-4605.

Date submitted:		UHS RIN	Requested by:		Phone #:	
Date(s) of Event:						
Area(s) to be Reserved						
Event:					# of People Attending	
Set up Date:		Set up Time:		(note am/pm)		
Start Date of Event:		Start Time of Event:		End Time of Event:		(note am/pm)
Club or Organization sponsoring event:						

Note: I understand that by requesting this reservation, I will be at the activity for the entire time.

<p>Stage Crew</p> <input type="checkbox"/> Sound System ^ <input type="checkbox"/> # of microphones ^ <input type="checkbox"/> video has audio ^ <input type="checkbox"/> assistive listening devices ^ <input type="checkbox"/> Stage Lights ^ <input type="checkbox"/> Podium ^ <input type="checkbox"/> Projector ^ <input type="checkbox"/> Screen ^	<p>Custodial Needs</p> <input type="checkbox"/> # of Tables set up/down <input type="checkbox"/> # of Chairs set up/down <input type="checkbox"/> # of Music Stands <input type="checkbox"/> Piano <input type="checkbox"/> Choral Risers <input type="checkbox"/> Movement of equipment during event <input type="checkbox"/> HVAC Needed <input type="checkbox"/> Other: <input style="width: 100px;" type="text"/>	<p>Personnel Needed</p> <input type="checkbox"/> *Stage Manager <input type="checkbox"/> *IT Personnel <input type="checkbox"/> *RUHS Security <input type="checkbox"/> TUSD Security (PO#) TPD <input type="checkbox"/> Security (PO#) <input type="checkbox"/> *Custodian Administrator <input type="checkbox"/> Supervision <input type="checkbox"/> *Other: <input style="width: 100px;" type="text"/>
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^ Stage Manager required during event (see column on right)

* Overtime/Added Duty Pay Required and Has Been Approved

Budget Funding Source (ie., ALE/Deseg, M&O):

Please Note: Food & Drink (except bottled water) are not allowed in the auditorium or little theater. All TUSD departments requesting a reservation, must supply their own toiletries.

Special Instructions:

Please attach a diagram of any special setup required.

	<p style="font-size: small;">Areas and Capacities</p> <ul style="list-style-type: none"> Auditorium 1100 Cafeteria 435 Computer Lab 223A is 40 Computer Lab 223B is 31 Little Theater is 120 North Gym - 490 South Gym - 1642
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Student Services: Approved: _____ Denied: _____

***** Office use only *****

Date entered: _____ Notes: _____

Date distributed: _____

Date re-distributed: _____

Date re-distributed: _____