

**INTERLAKE HIGH SCHOOL  
REQUEST TO SCHEDULE SCHOOL FACILITY**

Today's Date 12/9/2011

Date of Activity 12/12/11

Day of Activity Monday

Nature of Activity Parent Meeting for trip to Peru

Amy Zavaaglia  
Activity Advisor

\_\_\_\_\_  
Contact Number

- Library
- Commons
- Theater
- Counseling/Career Center
- Conference room 1506 (admin. Office) Conference room 1514 (admin. Office)
- Classroom # 106-107T # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_
- Horticulture Classroom
- Outside Gym
- Main Gym ..... (any gym usage must be pre-approved/pre-arranged with the Athletic Director)
- Upper gym

**Time Requested:** from: 6:15 am/ pm to: ~~1:30~~ <sup>7:45</sup> am/ pm  
Performance: 6:30 am/ pm to: 7:30 am/ pm

- Please check if needed:**
- |   | north | south | upper |
|---|-------|-------|-------|
| <input type="checkbox"/> Bleachers                      | _____ | _____ | _____ |
| <input type="checkbox"/> Tables . . . . . number needed | _____ | _____ | _____ |
| <input type="checkbox"/> Chairs . . . . . number needed | _____ | _____ | _____ |
| <input type="checkbox"/> PA System                      |       |       |       |
| <input type="checkbox"/> Lighting/Lighting Crew         |       |       |       |
| <input type="checkbox"/> Other equipment needed         |       |       |       |

*no supplies needed*

By signing below you agree to have the facility and equipment returned to original order  
Custodial fees paid? Yes \_\_\_\_\_ No \_\_\_\_\_

*parking in Hort Lot*

Date entered on the building calendar \_\_\_\_\_ Number of participants expected: \_\_\_\_\_

Additional Info no set-up needed - My own classroom used

Signed by Amy Zavaaglia (Advisor) \_\_\_\_\_ 12/9/2011 (date)

Office Manager: Terry J. Kowalski \_\_\_\_\_ (date)