

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

Today's Date 12/13/11

Date of Activity 12/15/11

Day of Activity Thursday

Nature of Activity Gymnastics Team Pre-meet - dinner

Sara Grandstrand (coach)  
Activity Advisor \_\_\_\_\_ Contact Number \_\_\_\_\_

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

Time Requested: from: 3:00 am/pm to: 5:00 am/pm

Performance: \_\_\_\_\_ am/pm to: \_\_\_\_\_ am/pm

Please check if needed: north south upper

- Bleachers \_\_\_\_\_
- Tables . . . . . number needed 2 - long, 3 - round
- Chairs . . . . . number needed ~~24~~ 2 racks
- PA System
- Lighting/Lighting Crew
- Other equipment needed

By signing below you agree to have the facility and equipment returned to original order

Custodial fees paid? Yes \_\_\_\_\_ No \_\_\_\_\_

Date entered on the building calendar \_\_\_\_\_ Number of participants expected: 30

Additional Info \_\_\_\_\_

Signed by Jerry Morrison (for Sara) 12/13/11  
(Advisor) 425-765-2571 (date)

Office Manager: Jerry House 12/13/11  
(date)