



# Reynolds High School Facility Request Form

(Please complete five weeks prior to any event)

Name of Event: College Possible Practice ACT Test

Name of Group: College Possible

Name of Requestor: Salvador Garcia Lopez and Stephanie Andrade

Contact Info: Phone: 503-462-6110 Email: Sgarcialopez1@collegepossible.org

Description of Function: Reynolds High School Junior students will be taking a practice ACT test being provided by College Possible happening in two classrooms.

Is this event a fundraiser?  No  Yes *If yes, you must also submit a Fundraiser Request Form*

Facility Requested (i.e. gym, MPR, etc.):

Any two classrooms in the main building with tables and chairs 100, 103

Date(s) of Event: 12/09/2023 Day(s) of Week: Saturday  
Check Availability on Master Calendar Prior to Submitting Request <http://rhs.reynoldssd7.tandemcal.com/>

Set-Up time: 7:00am Start time: 8:00am End time: 1:00pm Breakdown/Departure time: 1:30pm

Name of RSD Staff Member present at event: \_\_\_\_\_

Contact Info (if different than requestor) Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Set-Up Requested:

<input type="checkbox"/> Chairs	<input type="checkbox"/> Sound System	<input type="checkbox"/> Projector/Screen
<input type="checkbox"/> Round Tables	<input type="checkbox"/> Bleachers (gym only)	<input type="checkbox"/> Off Hour Custodial (additional cost)
<input type="checkbox"/> Rectangular Tables	<u>30</u> Number of People attending	

*If specific layout is needed, please attach a diagram*

### Office Use Only

<input checked="" type="checkbox"/> Event Approved	<input type="checkbox"/> Event Denied	
<input type="checkbox"/> Added to Master Calendar		
Copy sent to:		
<input checked="" type="checkbox"/> Requestor	<input checked="" type="checkbox"/> Custodial	<input type="checkbox"/> Activities
<input type="checkbox"/> Athletics	<input type="checkbox"/> Main Office Reception	<input type="checkbox"/> Arts Coordinator
<input type="checkbox"/> Other: _____		
Date Received: <u>11/7</u>	Reviewed By: <u>Yan Albed</u>	
Signature: <u>[Signature]</u>	Date: <u>11/13</u>	