



Reynolds High School Facility Request Form

Name of Group: H.B. Lee Middle School

Name of Requestor: Jenna Guertin-Davis

Contact Info: Phone: (503) 491-2723x4008 Email: jguertindavis@rsd7.net

Description of Function: 8th Grade Recognition event

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

Facility Requested (i.e. gym, MPR, etc.): ~~Reynolds High School Gym~~ Main Gym

Date(s) of Event: 6/11/2024 Day(s) of Week: Tuesday Time of Event: 5:30-7:30pm

Check Availability on Master Calendar Prior to Submitting Request <http://rhs.reynoldssd7.tandemcal.com/>

Total Time (Including set-up & take Down): 3 hours

Name of RSD Staff Member present at event: Jenna Guertin-Davis

Contact Info (if different than requestor) Phone: SAME Email: _____

Set-Up Requested:

- Chairs (250)
- Sound System
- Screen (MPR/Classrooms only)
- Tables
- Bleachers (gym only)
- 500 Number of People attending

If specific layout is needed, please attach a diagram

Office Use Only

- Event Approved
- Event Denied
- Added to Master Calendar
- Copy sent to: Requestor Custodial Activities
- Athletics Main Office Reception
- Other: _____

Date Received: _____ Reviewed By: _____

Signature: _____ Date: _____