

**EAST HIGH SCHOOL**

In House Application for Building Use

Today's Date:

Person Requesting:

Date of Event:

Purpose:

Time:

Number of People Expected:

Space Desired:

Contact Person:

Services Required:

Stage Manager

Stage Hands (How many \_\_\_)

Custodial

Piano

Fixed Sound Equipment

Fixed Movie Screen

Projection Machine (List type on below)

A/V Equipment (List type(s) below)

Other \_\_\_\_\_

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Approved or Not Approved

Administrator \_\_\_\_\_ Requestor \_\_\_\_\_