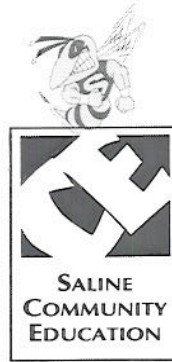


**SALINE AREA SCHOOLS
BANQUET REQUEST**

Please submit this form with your building usage permit.



Banquet Location: _____

Date: _____ Time: _____

POINT OF CONTACT INFORMATION

Team/Club: _____

Name: _____

Phone (1): _____ Phone (2): _____

Email: _____

EQUIPMENT

Cafeteria style tables and seats are available in each school building. The following equipment is available upon request. You must **request this equipment at least two weeks prior to your event**. Please check each item that will be required for your event. Decorating within reason is allowed. **No HELIUM BALLOONS.**

Free Standing Tables?: Yes No If yes, how many? _____

Podium: _____ Microphone: _____

LCD Projector: _____ TV/VCR: _____

Overhead Projector: _____ Screen: _____

Other* (Please Explain): _____

*Other equipment requested must be approved by the Community Education Director. If approved, your group may incur an equipment move fee of \$20.

If you require technical assistance with any of the equipment requested, please contact the Community Education Department **at least two weeks prior to your event**.

BUILDING ACCESS

If your event is scheduled outside of normal custodial hours (M-F, 6:00 am - 10:00 pm), your club/team is responsible for building access. If your coach/leader does not have keys to the building the event is scheduled in, you must secure a Building Supervisor through the Community Education Department. Your group will be billed at a rate of \$12 per hour for the building supervisor. The supervisor must be **requested at least two weeks prior to your event**.

Building Supervisor Rec Yes: _____ No: _____

FOR OFFICE USE ONLY

Approved: _____ Date: _____