LANSING CHRISTIAN SCHOOL
3405 Belle Chase
Lansing, MI 48911
517-882-5779

FACILITIES USE REQUEST

Date of event: _____ Date of request: _____

Person placing request: _____ phone #_____ email _____

Person in charge at event: _____ phone #_____ email _____

Type/name of event: _____ Size of group: _____

Actual time of event: _____ Other times areas may be unavailable due to setup equipment: _____

Time setup expected to begin: _____ Time teardown expected to be completed: _____

Areas of the school being used:
- ☐ Main gym
- ☐ Auxiliary gym
- ☐ Commons
- ☐ Library
- ☐ Music room
- ☐ Baseball field
- ☐ Softball field
- ☐ HS soccer field
- ☐ Elementary soccer field
- ☐ Elementary playground
- ☐ Outdoor amphitheater
- ☐ Other _____

School equipment needed:
- ☐ Round tables #_____
- ☐ Rectangular tables #_____
- ☐ Lunch tables #_____
- ☐ Chairs #_____
- ☐ Powers
- ☐ Platforms
- ☐ Podium
- ☐ Band shells
- ☐ Risers #_____
- ☐ Curtains
- ☐ Moveable walls
- ☐ Other_____

Technology:
- ☐ data projector
- ☐ wifi access
- ☐ other_____

Sound:
- ☐ sound system
- ☐ microphone(s)
- ☐ other_____

Lighting:
- ☐ lighting
- ☐ other_____

Do you need a support person to run the technology? ? ☐ yes ☐ no requested person _____

Do you need a support person to run the sound? ☐ yes ☐ no requested person _____

Do you need a support person to run the lighting? ☐ yes ☐ no requested person _____

Is set-up to be done by: person requesting ☐ yes ☐ no ☐ other (please specify): _____

school personnel ☐ yes ☐ no What exactly is needed:_____

What set up style is needed? ☐ theatre ☐ classroom ☐ herringbone ☐ square ☐ u-shaped ☐ rounds

☐ Other (please specify) _____

Teardown will be done by: ☐ person in charge of event ☐ volunteers ☐ school personnel

Classroom teachers displaced by event (if known): _____

Other Staff Members who should be notified:_____

MAIN OFFICE USE ONLY

Placed on facilities calendar (and others as appropriate): _____ Date: _____

Janitor needed: ☐ no ☐ yes – whom _____ Date: _____

☐ Please check if this form is a revision to a previously submitted facilities request for the same event.