

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: _____

Time of event: _____ Other times areas may be unavailable due to presence of setup equipment: _____

Time setup needs to be completed: _____ Time teardown may begin: _____

Areas of the school being used: [] main gym, [] auxiliary gym, [] commons, [] media center, [] music room, [] baseball field, [] youth baseball field, [] HS soccer field, [] Elementary soccer field, [] Elementary playground, [] other
School equipment needed: [] round tables # _____, [] rectangular tables # _____, [] chairs # _____, [] power, [] 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): _____

MAIN OFFICE USE ONLY

Administrator approval of event: _____ Date: _____

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

Janitor needed: [] no [] yes - whom _____ Date: _____

Copies to:

[] Athletic Director [] Elementary Principal [] High School Principal [] Head Custodian [] Person Requesting

[] Teacher(s) displaced by event [] lighting/sound [] Technology Director