

**Bishop Dwenger High School
Facility Scheduling & Use Request Form (Rev. 6/15)**

All forms must be submitted at least two weeks prior to the scheduled event. Completed forms should be returned to the Bishop Dwenger Principal's Assistant's Office.

Area(s) Requested:

- Main Gym (Capacity 2200) SAC (Capacity 500) SAC Lobby Library (Capacity 75)
 Cafeteria* (Capacity 400) Kitchen* Multipurpose Room Other _____

*If you want to use the kitchen facilities you **MUST** contact Vivian Hanke @ 496-4731 or vhanke@bishopdwenger.com

PLEASE PRINT

Current Date _____ Requested Date(s) _____
 Event set-up time _____ Event clean up time _____
 Doors open by _____ Event run time _____ to _____
 Activity/Event _____
 Organization _____
 Contact Person _____
 Full Address (if not BDHS) _____
 Phone _____ Fax _____ Email _____

PLEASE INDICATE YOUR NEEDS BELOW

- Public Address System (available in the gym, SAC or cafeteria)
 AV/Computer Equipment (please specify): _____
 Tables: How many? _____ Chairs: How many? _____ Risers: How many? _____
 Bleachers: North South East
 Restrooms to be opened (general locations): _____
 Outside entrances to unlock: Main Lobby (#1) Nurse's Office (#2) SAC (#5) Fine Arts (#8)
 Other instructions (attach additional instructions and diagram if necessary): _____

- Custodian

If the event takes place outside regular school hours, a custodian will have to be hired at a predetermined rate established by the Bishop Dwenger business office. Also, any rental cost for a facility will need to be determined by the Bishop Dwenger business office.

Signature of person making request _____

Submit Information to:

Bishop Dwenger High School, 1300 E. Washington Ctr. Rd., Fort Wayne, IN 46825
 Phone: (260) 496-4737 ■ Fax: (260) 496-4702 ■ E-mail: lpolhamus@bishopdwenger.com

THIS BOX IS FOR OFFICE USE ONLY. THANKS!

Copies to:	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Technology Director	<input type="checkbox"/> Communications Director
	<input type="checkbox"/> Athletic Director	<input type="checkbox"/> Librarian	<input type="checkbox"/> Entered on calendar
	<input type="checkbox"/> P.E. Department	<input type="checkbox"/> Cafeteria Manager	<input type="checkbox"/> Principal's Assistant
	<input type="checkbox"/> Front Office	<input type="checkbox"/> Requestor	<input type="checkbox"/> Entered on calendar