

SALINE AREA SCHOOLS
BANQUET REQUEST



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:	_____	How Many Tables?	_____
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, 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 Required: Yes: _____ No: _____

FOR OFFICE USE ONLY

Approved: _____ Date: _____