

**FOSTER HIGH SCHOOL**  
Facilities Request Form

**Facilities Request Form must be submitted at least 15 days before an event is scheduled**

Today's Date: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date of Facility Use: \_\_\_\_\_ Facilities Requested: \_\_\_\_\_  
*(i.e. PAC, Commons, Rm. #, MPR, Gym, Stadium, Track)*

Set-up Time: \_\_\_\_\_ Event Begins: \_\_\_\_\_ Event Ends: \_\_\_\_\_

Number of People: \_\_\_\_\_ **Commons Area** Number of Tables Required: \_\_\_\_\_ **Commons Area** Number of Chairs Required \_\_\_\_\_

**ADDITIONAL INFORMATION:**

*Please check the box(s) below that you may require:*

- Podium/MIC    Extra MIC    Risers    Powerpoint    DVD Player  
 Lap Top    Projection Screen    Projector    Student Technicians

**EVENT SUMMARY (REQUIRED)**

Please give a brief description of the event including guest speakers, performers, etc., the target audience and the purpose of the event. Also mention any set up details such as, tables and chairs. Attach a set up diagram if necessary.

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**-FACILITIES MANAGERS USE ONLY-**

Available    Not Available

Athletic Director:    Approved    Disapproved

*Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

Please email completed form to JD Hill at [hillj@tukwila.wednet.edu](mailto:hillj@tukwila.wednet.edu) or call 901-7922 with any questions concerning your request. We will send you a confirmation email once it is approved. Thank you in advance.