



Tesoro Facility Use Request

All request must be submitted in writing at least 1 week prior to event.

Request must be approved and on Master Calendar

Club/Group: _____

Event Name: _____

Purpose: _____

Date of Event: _____

Start Time: _____ End Time: _____

Set Up Time: _____ Clean Up Complete: _____

Advisor/Contact Name: _____

Advisors Email: _____

Mobile Number: _____

Facility Requested

- Classroom _____
- Food Court
- Theatre
- Small Gym
- Large Gym
- Stadium
- Lower Field
- Other _____

Service Requested

- Janitorial Service - mandatory fee applies if before/after normal hours
- Restrooms Opened
- Microphone
- Podium
- Chairs # _____
- Tables # _____
- Other _____

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Notification Sent	Date/Initial
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