

INTERNAL USE ONLY

CHARLOTTE PUBLIC SCHOOLS FACILITY & TECHNOLOGY USE REQUEST

Questions: Emily Nenortas Ext 5742

Please return to Facility Scheduler

Email: nenorte@charlottenet.org

Fax: 517-541-5745

Name of Contact Person:	Today's Date:
Building of Contact Person:	Phone Number/ Extension:
Email Address:	
Dates Requesting Facility Use:	
Time(s) for Facility Request:	
Purpose of Facility Use:	



Select your Building & Technology Request Needs

High School (HS): circle choice

	Gym	Lecture Room	Classroom #
	Media Center	Cafeteria	Outdoor Field: (specify the field)
Other: (Specify)			

Middle School (MS) Upper Elementary (CUE) : circle choice

	Main Gym	Activity Room	MS Classroom #
MS Planning Room E121	Aux Gym	Cafeteria	CUE Classroom #
CUE Plannig Room E116	Media Center	Cafetorium	Outdoor Field: (Specify the field)
Other: (Specify)			

*MS and CUE share gym/cafeateria/cafetorium/media center

Parkview (PA)& Washington (WA) Elementary: circle choice

Parkview (PA)	Gym	Media Center	Classroom #	Rotary Park Fields -Split
Other PA: Specify				
Washington (WA)	Gym	Media Center	Classroom #	
Other WA: Specify				

District Computer Labs: circle choice

	HS Rm 304	HS Rm 314	HS Rm 316	HS Lab 409	HS Lab 409
Other: Specify			MS Rm E110E	MS Rm E106	MS Rm E110D

Hardware & Equipment Needed: circle choices

Laptop	Internet Access	CD Player	Data Projector	Score Board/Clock	Video Screen
Digital Visualizer	DVD	Sound Reinforcement		Wireless Hand Held Microphone	
Wireless Lavalieri Microphone		Additional Microphone		Audio Assistance System	VCR
Podium	Technology Staff Assistance needed?			Yes	No

List any other special information including detailed Table/Chair arrangement: