

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 Requests

High School (HS): circle choice

Lab 304	Lab 407	Lab 409	Gym	Lecture Room	Classroom #
Other: (Specify)			Media Center	Cafeteria	Outdoor Field: (specify the field)

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

Meeting Room F101	Lab E110D	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/cafeteria/cafetorium/media center

Parkview (PA) Washington (WA) Galewood (GW) Elementary: circle choice

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

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 Lavalier Microphone		Additional Microphone		Audio Assistance System	VCR
Podium	Technology Staff Assistance needed?			Yes	No

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

Students or CPS parent led organizations must obtain administrative approval & signature

Adminstrative Signature

Building

Date