



# Sahuarita Unified School District No. 30

Sahuarita High School  
Sahuarita Middle School  
Sahuarita Primary School  
Sahuarita Intermediate School

Anza Trail School  
Sopori Elementary School  
Walden Grove High School  
Copper View Elementary School

Name Of Organization:		Name of Event:	Date of Request:
Representative of Organization (preferably President):			Title:
Home Phone:	Work Phone:		Cell:
Mailing Address (including City and Zip Code):			
E-mail Address:		Fax:	Circle One: For-Profit      Not-for-Profit      501-C3

Signature of Representative

Date

## Details of Facility Use Request

Date(s)	Day(s)	Time(s) MUST Include set up/clean up	Space/Area Requested (room, field, Gym, etc.)	Age Group	Estimated Number of Participants	Outdoor use only: Restrooms Needed?
						Y      N
						Y      N
						Y      N

Describe the activity (i.e., baseball, swimming, meeting) and any necessary set up required:

Who will be participating (check one):      ☐ Youth      ☐ Adults  
If youth are participating, does this activity serve current Sahuarita students?      Yes      No

**If using the Auditorium or Pod, please complete the following:**

What will you be using? Main ☐ Pod A ☐ Pod B ☐ Start time of the event? \_\_\_\_\_ End time? \_\_\_\_\_

Will tickets be sold for this event? \_\_\_\_\_ Price? \_\_\_\_\_ Purchase at: \_\_\_\_\_

Date tickets on sale? \_\_\_\_\_ Will you need the Box Office on date of Event? \_\_\_\_\_ (SUSD does not provide ticket services.)

For information on event, contact: Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Website: \_\_\_\_\_ **Set Up Requests:**

\_\_\_\_\_ Chairs (quantity)      \_\_\_\_\_ Tables (quantity)      \_\_\_\_\_ Music Stands (quantity)      \_\_\_\_\_ Podium

\_\_\_\_\_ Orchestra Shell      \_\_\_\_\_ Lectern      \_\_\_\_\_ Choral Risers      \_\_\_\_\_ Grand Piano

\_\_\_\_\_ Upright Piano      \_\_\_\_\_ Stage Risers \_\_\_\_\_" \_\_\_\_\_ 6" \_\_\_\_\_ 24"

Other: \_\_\_\_\_

**Technical Requests:** (Please describe fully.)

Lights: \_\_\_\_\_

Sound: \_\_\_\_\_

Is Sahuarita District Auditorium Staff needed for this event? \_\_\_\_\_ Lighting Tech      \_\_\_\_\_ Sound Tech

If bringing in equipment, please describe equipment and placement in Auditorium: \_\_\_\_\_

If set up is needed, please provide a diagram below or attach a separate sheet: