

**WILLCOX UNIFIED SCHOOL DISTRICT  
480 NORTH BISBEE  
WILLCOX, AZ 85643**

**IN-HOUSE FACILITY USE REQUEST**

NAME OF REQUESTER: \_\_\_\_\_

SITE OF REQUESTER: DISTRICT OFFICE

REQUEST USE OF: PLEASE SELECT FOR \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_  
FROM \_\_\_\_\_ TO \_\_\_\_\_

THE FOLLOWING EQUIPMENT WILL BE REQUIRED:  
(CHECK ALL THAT APPLY)

- MICROPHONE (s) SPECIFY NUMBER \_\_\_\_\_
- PODIUM
- TRANSPERANCY OVERHEAD PROJECTOR
- DOCUMENT CAMERA PROJECTOR
- SCREEN
- TV
- DVD PLAYER
- VHS PLAYER
- MULTI-MEDIA PROJECTOR (MMP)
- LAPTOP W/REMOTE
- MEDIA CART
- TABLES/CHAIRS SETUP/NUMBER \_\_\_\_\_
- (GIVE A BRIEF DESCRIPTION OF SET UP NEEDS) \_\_\_\_\_
- OTHER REQUIREMENTS (EXPLAIN) \_\_\_\_\_
- NEED CUSTODIAN AT EVENT

ANY OTHER NEED: \_\_\_\_\_

**PLEASE EMAIL TO YOUR SUPERVISOR FOR APPROVAL AND THEY WILL  
FORWARD IT TO MARINA TAPIA AT DISTRICT OFFICE**

FOR ALL CAFETERIA REQUESTS, MR. CURRIN WILL ASSIGN A CUSTODIAN TO  
CLEAN PRIOR TO 7:00 AM NEXT MORNING.

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