

EAGAN HIGH SCHOOL

BANQUET ROOM/SPACE RESERVATION REQUEST

This form must be completed and submitted to Brigett Hanson brigett.hanson@district196.org BEFORE space can be reserved. NON SCHOOL hours (before 7:40 a.m. and after 2:30 p.m.). You will receive confirmation based on availability.

NAME.....E Mail Address.....

GROUP.....

DATE(S) OF MEETING.....ROOM/AREA REQUESTED.....

APPROX. TIME OF USE.....
(BE SURE TO INCLUDE TIME NEEDED FOR SETUP AND/OR CLEANUP)

APPROX.# OF PARTICIPANTS

WHICH DOORS WILL YOU NEED OPENED

CUSTODIAL REQUESTS

| <u>SETUP</u> | <u># needed</u> | | <u># needed</u> |
|---|------------------|---|-----------------|
| Large Trash Bins | _____ | Risers (not available for banquets) | _____ |
| Banquet Tables | _____ | Podium | _____ |
| Gym/Commons Wireless Mic | <u>Yes or No</u> | Racks of Chairs -Gym only (40 chairs per rack) | _____ |
| Stage Setup_____ (not available for banquets) | | | |

EHS Office will submit online request for Stage Setup/Racks of Chairs

Please include the attached diagram to indicate placement of custodial requests. (Lunch tables must remain in daytime setup for banquets, please do not move.)

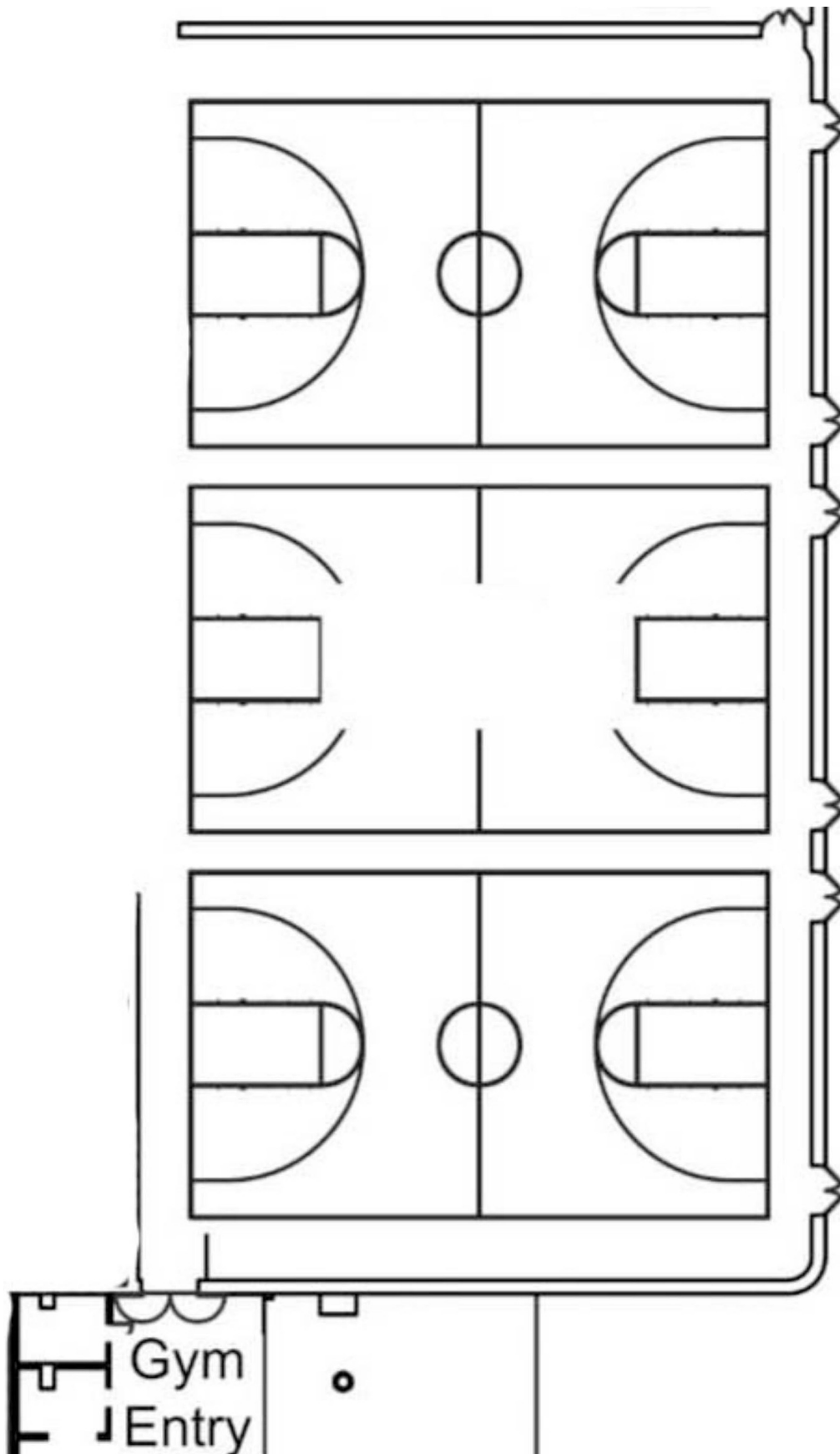
Other Needs: _____

A custodial fee may be assessed based on the work required.

For theatre and MPR requests, contact John Ratzlaff at
john.ratzlaff@district196.org

We have a projector available for use in the Commons during your event. If tech support is needed for the Commons you must contact Paul Saxton paul.saxton@district196.org during school hours (7:40 AM- 2:30 PM) for assistance prior to your event. Projectors are not available in classrooms. We do not offer tech support after school hours.

MAIN GYMNASIUM



BANQUET SET-UP

STUDENT COMMONS

