

Northwestern Middle School Gym Set-up Request Form

Name of Organization: _____

Event: _____

Sponsor/Person in charge: _____

Date of event: _____ Time: _____

Special Needs:

Floor Area:

Lights:

Special arrangements:

Basketball goals (up/down):

Podium:

P.A.:

Chairs:

Bleachers:

Out/in:

Clock/scorer's bench:

Other Requests:

Coat racks:

Other:

Time doors open: _____ Estimated end of event: _____

Comments:

*Please submit to middle school principal at least **three days prior** to the event in order that custodial service may be arranged and sports schedules checked.*

Middle School Principal date

Athletic Director date

Building/Grounds Director date