

**Lanier High School  
FACILITY USE AND ACTIVITY CALENDAR REQUEST**

Name of Activity \_\_\_\_\_

Usage Dates \_\_\_\_\_ Days of Week \_\_\_\_\_

Facility to be used \_\_\_\_\_ # Participants \_\_\_\_\_

Organization using Facility \_\_\_\_\_

Responsible Person(s) \_\_\_\_\_

Name	Phone	Email
_____	_____	_____
_____	_____	_____

Time Beginning \_\_\_\_\_ Time you need to enter the facility \_\_\_\_\_ Ending \_\_\_\_\_ 1 hour added for cleanup and securing building

**Furniture setup needed (attach diagram)**

Please list any special equipment requirements. If the facility is to be changed in any way, we must be advised beforehand. Requests must be made in advance and in writing at least five school days prior to the use date.

\_\_\_\_\_  
\_\_\_\_\_

**Additional Equipment (available at high school only) \_\_\_\_\_ Cost (non-school functions)**

- Cafeteria Sound System \$10 per day
- Theater Sound System, Stage Lighting and LCD Projector \$25 per day (\*technician required)
- \*Technician availability is based on schedule. \$10 per hour  
You may provide your own technician, however, they must attend a mandatory training session.
- Custodial Service Fee \$35 per hour (minimum four hours)

*Check made payable to Lanier High School* Amount \_\_\_\_\_

**NO FOOD OR BEVERAGES ARE ALLOWED IN ANY AREA EXCEPT THE COMMONS AREA!!**

**Requirements for use of facility:**

- Must be a Gwinnett County resident
- Event cannot conflict with school functions
- Non-school functions must have a signed contract and appropriate insurance

I understand that I am responsible for any furniture or equipment that I use, as well as, any custodial services that are incurred by my use of a Lanier Cluster facility.

\_\_\_\_\_  
Date of Request

\_\_\_\_\_  
Signature