Apollo High School
Room Request Form

Activity/Event*:			
Date of Event:		**Start time:**	
		End time:	
Room - 1st choice:			
Room - 2nd choice:			

Equipment set up needed i.e. set up tables, chairs and any technology needs etc. Be specific: n/a

Custodial needs: n/a

☐ **Microphone _____Qty (no wireless available)**	☐ **Chairs _____ Qty**
☐ **Laptop PC only (bring your own MAC and adapter)**	☐ **Tables _____ Qty**
☐ **Document Camera**	☐ **Band shell**
☐ **Projector**	☐ **Risers**
☐ **Speakers--to use with: audio in presentation; music using device (i.e. iPod/iPad/Android/MP3)**	☐ **Podium**
☐ **Portable Screen**	☐ **Other(list) _____**
☐ **DVD Player**	

Contact information of person requesting:	**Telephone #/x:**	
	Department:	
	Today's Date:	

Person requesting room:	**Scheduling – Jenn Lampert** _____ **Signature**
Auditorium – Justin Skaalerud _____ **Signature**	**Technology – Sue Streit** _____ **Signature**

A two week notice is preferred.

How to tell if a room is open at Apollo or another school in our district. From the school website:
http://stcloudisd742.mn.schoolwebpages.com/education/school/school.php?sectiondetailid=16734&linkid=nav-menu-container-1-244779
Choose: 1. Calendars 2. District Wide Interactive Calendar