

# LHS Event Request Form

One form per unique event  
 Multiple "like" events (ex. choir dates) please add attachment  
 Please fill out as much information as possible

Return form to: *additional forms available at*  
 James F. Mahnke *www.luther.k12.wi.us*  
 1501 Wilson St P.O. Box 129 *or school office*  
 Onalaska, WI 54650-0129  
 mahnjame@luther.k12.wi.us (608) 783-5435 x116

<b>Requesting Organization</b>	
<b>Requesting Person</b>	
<b>Requestor contact info</b>	Address _____ City _____ State _____ Zip _____ Home phone (____) _____ Work phone (____) _____ ext. _____ Cell phone (____) _____ Email address _____
<b>Event Supervisor (if not requestor)</b>	
<b>Event Supervisor info (if not requestor)</b>	Address _____ City _____ State _____ Zip _____ Home phone (____) _____ Work phone (____) _____ ext. _____ Cell phone (____) _____ Email address _____
<b>Date request submitted</b>	
<b>Event requested (spelled correctly &amp; stated concisely)</b>	
<b>Event date</b>	<input type="checkbox"/> Tentative <input type="checkbox"/> Confirmed (please check one)
<b>Event start time</b>	
<b>Time building to be open (if different from start time)</b>	
<b>Event end time</b>	
<b>Recurrence pattern</b>	<input type="checkbox"/> One time <input type="checkbox"/> Varies <input type="checkbox"/> Yearly <input type="checkbox"/> Monthly <input type="checkbox"/> Other/Specify _____
<b>Range of recurrence (ex. starts 3rd week of school and stops 10th week of school, etc.)</b>	
<b>Attachment included?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No (please check one)
<b>Multiple events give total # for school year</b>	
<b>Area(s) to be used</b>	<input type="checkbox"/> ACE new gym <input type="checkbox"/> Aux old gym <input type="checkbox"/> Commons <input type="checkbox"/> Kitchen <input type="checkbox"/> Indoor Concessions <input type="checkbox"/> ACE Boys Lck Rm <input type="checkbox"/> ACE Girls Lck Rm <input type="checkbox"/> Aux Boys Lck Rm <input type="checkbox"/> Aux Girls Lck Rm <input type="checkbox"/> Mezzanine <input type="checkbox"/> Lobby <input type="checkbox"/> Band Rm <input type="checkbox"/> Choir Rm <input type="checkbox"/> LMC/Study Hall <input type="checkbox"/> Weight Rm <input type="checkbox"/> Conference Rm <input type="checkbox"/> Football field <input type="checkbox"/> Track <input type="checkbox"/> Baseball field <input type="checkbox"/> Softball field <input type="checkbox"/> Football practice field <input type="checkbox"/> Press Box/Outdoor Concessions <input type="checkbox"/> Classroom(S) [identify # needed or specific rooms] _____
<b>Equipment requested (specify in Comments)</b>	<input type="checkbox"/> Chairs # _____ <input type="checkbox"/> Tables # _____ <input type="checkbox"/> Phone <input type="checkbox"/> Computer/printer/Internet <input type="checkbox"/> A V <input type="checkbox"/> Athletic <input type="checkbox"/> Kitchen <input type="checkbox"/> Music <input type="checkbox"/> PA <input type="checkbox"/> Other (specify in Comments)
<b>Comments Special Requests (ex. reason for event, alternates each year, etc.)</b>	
<b>Office use only</b>	
<b>Approval</b>	Schedule <input type="checkbox"/> Yes <input type="checkbox"/> No Building <input type="checkbox"/> Yes <input type="checkbox"/> No Principal <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Reason for denial</b>	
<b>Request granted under following conditions:</b>	