

MARICOPA UNIFIED SCHOOL DISTRICT NO. 20  
**BOARD ROOM FACILITY USE REQUEST**  
44150 Maricopa Casa Grande Hwy-Maricopa, AZ 85138

Request made by \_\_\_\_\_  
Department

Requester's Name \_\_\_\_\_

Purpose of use \_\_\_\_\_

Estimated Number of Participants \_\_\_\_\_

Date/Days of use \_\_\_\_\_ Starting Time \_\_\_\_\_ Ending Time \_\_\_\_\_

Request for use of :      Room 116 \_\_\_\_\_      Room 118 \_\_\_\_\_      Room 120 \_\_\_\_\_

Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Person:      Name \_\_\_\_\_  
   Phone Number \_\_\_\_\_ email \_\_\_\_\_

*Do not complete beyond this point.*

\_\_\_\_\_  
\_\_\_\_\_  
(Applies to requests for facilities usage within the district)

Availability \_\_\_\_\_ Approved

*Forward copy to Facilities Coordinator* Disapproved

**Facility Office Use Only**

Checklist of information received (completed, signed, and returned):

- |    | Yes   | No    |                                    |
|----|-------|-------|------------------------------------|
| 1. | _____ | _____ | Facility Request Complete          |
| 2. | _____ | _____ | Calendar                           |
| 3. | _____ | _____ | Copy to Maintenance-air scheduling |

FEE \_\_\_\_\_