

# NYE COUNTY SCHOOL DISTRICT

## Video Conference Request Form

**Welcome to the World of Interactive Video!** In order to assure correct use of equipment and time, please complete the following request. **A minimum of 2 weeks advance notice is required.** Remember, a person who has been pre-trained on the use of the equipment is to be present for the duration of the conference as well as set-up/take-down the equipment/table placements. This person should allow 20-30 minutes prior to the scheduled meeting to turn on and test video equipment. "The Originator" needs to confirm availability of both sites before turning in this form. When this request form is completed, send to Rachel Owens at the Southern District Office.

Priority for use of this equipment is teacher training and enhancing instruction.

If you have any questions, call the Finance Office at 775-727-7743 and ask for Rachel Owens, Vikki Purden or Ray Ritchie. Fax number: 775-727-7900

\_\_\_\_\_  
Originator (Person Making Request)

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
FAX #

\_\_\_\_\_  
Site Location of Originator

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
FAX #

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

Date of Conference: \_\_\_\_\_

Start Time of Conference: \_\_\_\_\_ a.m. p.m.

End Time of Conference: \_\_\_\_\_ a.m. p.m.

Conference Title/Description: \_\_\_\_\_

Location(s) of Conference:

# of Participants

\*Facility Reserved by:

_____ Amargosa School	_____	Yes	No	_____
_____ Beatty High School	_____	Yes	No	_____
_____ Gabbs School	_____	Yes	No	_____
_____ Pahrump District Office	_____	Yes	No	_____
_____ Pahrump High School	_____	Yes	No	_____
_____ Round Mountain Jr/Sr	_____	Yes	No	_____
_____ Technology Room	_____	Yes	No	_____
_____ Tonopah District Office	_____	Yes	No	_____
_____ Tonopah High School	_____	Yes	No	_____
_____ Duckwater	_____	Yes	No	_____
_____ Other:	_____	Yes	No	_____

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by Raymond Ritchie or Designee

\_\_\_\_\_  
Date

Non-School related video conferences must be scheduled through UCCSN. In addition to the fees charged by UCCSN there will be a \$75 room usage fee and a \$10/hr facilitator fee. A Use of School Facilities Form and a Certification of Insurance Form must be on file with the Nye County School District.

### VERIFICATION OF FINALIZED/CONFIRMED SCHEDULE

Confirmation #

\_\_\_\_\_

Originator

\_\_\_\_\_