



Event/Facility Request Form

Must be submitted two weeks prior to event

Please attach a separate sheet for each event/activity

FACILITY NOT AVAILABLE FOR SUNDAY USE *

TODAY'S DATE: _____ USER/ORGANIZATION/CLUB: _____

CONTACT PERSON: _____ HOME/CELL PHONE: _____

E-MAIL: _____ ADDRESS (Outside Groups Only): _____

EVENT/ACTIVITY TITLE: _____

EXPECTED ATTENDANCE: _____ EXPECTED NUMBER OF CARS: _____

DATE REQUESTED: _____ EVENT START TIME: _____ END TIME: _____

ALTERNATIVE DATE: _____ ALTERNATIVE EVENT START TIME: _____

FACILITIES REQUESTED (Please indicate all facilities that will be used):

- | | | |
|--|--|----------------------------------|
| <input type="checkbox"/> Owen Owens Field | <input type="checkbox"/> Classroom | <input type="checkbox"/> Theatre |
| <input type="checkbox"/> Gym | <input type="checkbox"/> Pool | <input type="checkbox"/> Quad |
| <input type="checkbox"/> Library | <input type="checkbox"/> Track and Field | <input type="checkbox"/> Court |
| <input type="checkbox"/> Baseball Fields | <input type="checkbox"/> Parking lot | |
| <input type="checkbox"/> Hofmann Student Center (not available to outside users) | <input type="checkbox"/> Other _____ | |

Please note:

- De La Salle Food Services is to be used for all catering for events taking place in the Hofmann Student Center unless prior approval for use of an outside caterer is obtained from the President's office in advance of the event. If approved by the President, and the kitchen in the Hofmann Student Center is to be used by an outside caterer, a fee will be charged to USER for De La Salle Food Services personnel to be present in the kitchen during the event. Contact De La Salle Food Services at 925.288-8213.
- Food concessions must provide mobile facility permit or food handling permit if providing food service.
- * Some school groups may use the facility on Sundays with prior approval.
- The Brothers' Residence (including chapel) is limited to internal groups. Arrangements must be made with Brother Lawrence Haley before being submitted to the Facilities Committee for approval.
- **The USER is to provide to De La Salle High School a copy of a CERTIFICATE OF INSURANCE PRIOR TO USE OF THE FACILITY.** Certificate of Insurance requirements: The Certificate of Insurance must name **De La Salle High School of Concord, Inc.**, as the additional insured with respect to liability arising from the use of De La Salle High School. The certificate must state that the policy is primary and not contributing with any other insurance held by the above named additional insured. The policy must provide for liability limits of at least **one million dollars** and for liability coverage as follows: comprehensive forms; premises/operations; products/completed operations; contractual; broad form property damage; personal injury; automobile.

SET-UP REQUESTED:

Qty: _____

- Tables _____ [Hofmann Student Center: Banquet (Square Tables) or Cafeteria Set-up]
- Chairs _____
- Type of Set-up _____
(Banquet, Cafeteria, Theatre, Classroom, u-shape, open square, etc.)
- Stage
- Stage Light
- Parking Spots for Food Concessions
- Other _____

- Audio Visual Equipment ** Qty: _____
- Overhead Projector _____
- Podium _____
- Microphone _____
- Screen _____

** Internal groups, use Technology Calendar for your AV needs.

Please submit a diagram of your requested set-up below or on a separate sheet.

Please submit your request to one of the following people:

- School events/activities and Parent Association events: Jack Dyer, dyerj@dlshs.org
- Athletic events: Leo Lopez, lopozl@dlshs.org / Derricke Brown, brownd@dlshs.org
- Curriculum & Counseling Dept. events/activities: Dee Turrin, turrind@dlshs.org
- Outside Events (Require President's Approval), Megan Lopez, lopozm@dlshs.org
- Advancement/Finance Depts. Events

Copies to:

Russ Probst, Buildings & Grounds Supervisor _____

Bob Guelld, Security/Parking _____

Committee Use Only

Approved by Scheduling
Committee:

Date _____ Time _____