

Celina ISD
Facilities Use Request Form
Set-Up & Personnel Needs

Date: _____

Campus: (Please Check) CPS CES O'Dell 6th Grade Center CJH CHS
Multipurpose (Athletics) Central Administration

Facilities Requested: Cafeteria w/Kitchen Cafeteria wo/Kitchen Stage Gym
Library Auditorium Parking Lots
Athletics Film Room Athletics Banquet Room
Concessions Other (please specify) _____

Personnel Requested: Custodial Food Service
 Security Other (please specify) _____

Requested Date of Use: _____ **Event Time: Start** _____ **End** _____

Function/Activity: Meeting Purpose: _____

Organization: Group Name: _____
Contact Person: _____
Phone: _____
Email: _____

Rental Category: Priority 1: CISD & UIL Activities Priority 2: CISD School Related Associations/Organizations
 Priority 3: City of Celina Priority 4: Non-Youth oriented and Non-Profit
 Priority 5: All other groups

Event Equipment: Tables # ____ Chairs # ____ Overhead Screen
 Podium Microphone Ext. Cord
 Other (please specify) _____

Heating/Air Conditioning Required: Yes No

Special Instructions: _____

District Designee CISD

Requester of Facilities

