

Facility Request Form - Gunn High School

Please return this form to the main office at Gunn High School or email to facilities secretary cmain@pausd.org

FACILITIES USERS: Please complete the [Application and Permit for Use of Facilities](#) and provide the required [Insurance information](#) or the space will be released.

- All events and activities require approval by the facilities office. The maintenance crew requires at least 48-hours notice
- District policy requires users to do their own set up and breakdown.
- For set up changes or emergencies, contact the custodial team: gunnmaint@pausd.org, or cell phone: 650-444-7145

STUDENTS: This form places a temporary hold on a space. Please complete the SEC application process and forms available at <https://www.gunnsec.org/asb-forms.html>

Set-up and breakdown support is only available to students, staff, and Gunn High School associations. Not all set-up requests can be honored. Custodial staff will contact you with any concerns.

Event Title _____ Location Requested _____

Date of Event _____ Date of Request _____ Expected attendance # _____

Arrival Time: _____ Start Time: _____ End Time: _____

Group _____ Contact name(s) _____

Activities _____ Phone _____ Email _____

Food: Yes No If yes: Catered Potluck Pizza Other: _____

Equipment Requests **6' Tables** (seats 6-8) # _____ **Chairs** # _____

Other: _____

Note: all Audio/Visual presentation aids and any electrical needs require a staff member to complete a tech help-desk ticket

Please describe your event or activity and use the space below and/or the back of this page for set-up instructions, diagrams, or special requests.