

LEE'S SUMMIT WEST HIGH SCHOOL BUILDING USAGE FORM

Please contact LSWHS Activities Office with any questions or for Coke product information
at 816-986-4008. LSWHS is at: 2600 SW Ward Rd, Lee's Summit, Mo 64082



GROUP CATEGORY:

LSWHS Group

R-7 District Group

Outside of District Group

Name of Event:

Single Day Event

Day: Date: / /

Mutiple Day Event

Dates:

Event Repeats?

(Explain in Notes)*

Organization:

Sponsor Contact:

Phone #:

Alternate #:

(Please have one contact person from the organization work with the LSWHS staff. Thank you!)

Locations(s)/Area(s):

Will food or snacks be served?

****Capacity of Performing Arts Center-850/Capacity of Lecture Hall-165****

Catered by:

(Food is allowed ONLY in the Lecture Hall & Commons)

Actual time of event: Start:

End:

of people attending:

Set-up Time (time party needs access to area):

*Notes:

****NO LATEX BALLOONS PLEASE****

FACILITY SET-UP (If you need a specific set-up please detail in notes or attach a diagram/explanation)

# of Tables:	# of Chairs:	Arrangement (attach diagram or detail in notes)	
Equipment Set-up		Yes or No	Explanation (If necessary)
Sound & Light System			
Podium			
Microphone			
Portable Projector and Screen			
Projector and Screen in Lecture Hall			
Projector and Screen in PAC			
Custodial Assistance Needed (please explain)			
Cooler(s) of ice water needed (cups not provided)			
Please note: Laptop computers are not provided for multimedia presentations.			

**DRINKS: ONLY COKE PRODUCTS ARE TO BE USED IN R-7 SCHOOL DISTRICT
BUILDINGS AND GROUNDS**

OFFICE USE ONLY:

Administrative Approval: Dr. Hertzog _____ Jereme Hubbard _____ Date Submitted: ____ / ____ / ____

Please return form to Monte Seabaugh in the LSWHS Activities Office.

Email Monte at Monte.Seabaugh@lsr7.net or fax form to 816.986.4113