

Trillium Creek Facility Request Form

Date of Event:\_\_\_\_\_\_\_\_\_ Room #/Space requested:\_\_\_\_\_\_\_\_\_

Event Coordinator(s) Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inventory Key:

Gym Mic: 2 cordless mics

Portable: 1 speaker, 1 mic, 1 iphone cord

Garbage cans: many

Recycle cans: 2

Round Tables: 6

Rectangle Tables: 15

Folding chairs: 200 heavy duty 144 light duty

\*Note: quantities change frequently & are not guaranteed to be accurate.

Items Requested for use:

* + Gym Microphone & Speaker
  + Portable Microphone & Speaker
  + Garbage Cans #\_\_\_\_\_\_
  + Recycling bins #\_\_\_\_
  + Round Tables #\_\_\_\_\_\_
  + Rectangular Tables #\_\_\_\_\_\_\_
  + Folding Chairs #\_\_\_\_\_\_\_\_\_\_

Draw set up you desire of tables,chairs, etc.

For Office Use only:

Secretary approved:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Custodian Approved:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Top Copy: to Kim Vermillion in front office**

**Bottom Copy: keep for your records**

revised 9/2014