



McEACHERN HIGH SCHOOL FACILITY USE FORM

FACILITY COORDINATOR Jim Dorsey PH: 770-222-3731 • FAX: 678-567-1376

Anticipated cost for facility use ***Prices are subject to change***

Security: \$35 an hour Lighting Technician: \$25 an hour Custodial \$25 an hour
Building Supervision: \$25 an hour (minimum of 3 hrs) Food Service: time & ½ + charge for kitchen use

****Any damages caused by or occurring during the event will be the responsibility of the group using the facility.****

Person/Group/Organization Requesting School Use

MHS Coach/Teacher: _____ Group: _____

Phone: HM: _____ WK: _____ Cell: _____ Fax: _____

Type of Activity: _____ Number of Participants/Crowd _____

Will concessions be made available? Yes _____ No _____ Will admission be charged? Yes _____ No _____

Areas Requested (Please Circle) Performing Arts Center—Theater/Classrooms Russell Hall Museum

Russell Hall Career Center Fine Arts Center-- Band Room/Drama Room Alumni House Cafeteria

Murray Hall Media Center New Gym Old Gym Sports Complex/Track Football Stadium—Field House

Football Practice Field Wrestling Building Lacrosse Practice Field Softball Stadium

Baseball Stadium---Field House Tennis Courts Cheer Facility Nature Center Complex Picnic Pavilion

Freshman Center Business Tech Career Tech Junior Senior Dobbs Macland

Parking Lots Requested (Please Circle) M Lot P Lot N Lot T Lot Freshman Lot Bus Lot

Day & Date Requested

Time Requested

Facility Coordinator Use Only

Approximated Cost

Building Supervision:	_____	Person(s) Needed for _____	hours at a cost of _____	= _____
Lighting Technician:	_____	Person(s) Needed for _____	hours at a cost of _____	= _____
Custodial:	_____	Person(s) Needed for _____	hours at a cost of _____	= _____
Security:	_____	Person(s) Needed for _____	hours at a cost of _____	= _____
Facility Use Fee:	_____	Person(s) Needed for _____	hours at a cost of _____	= _____

Total Approximated Cost: _____

Facility Use Approved? Yes _____ No _____

If NOT approved, state reason _____

Signed _____ Date _____

Comments: _____