

Estacada School District
Room Set-up Form

Instructions: Complete one form for each room to be used. Submit this form *at least 2 weeks prior* to your class or event and send it to the Director of Facilities and Safety in the Central Office.

Contact Name: _____ Phone: _____

Name of event or class: _____

Dates(s): _____ Start time/End time: _____

No. of participants: _____ Day(s) of the week: _____

_____ Recurring class or event? *“X” if this class or event will occur again with the same setup.
(Facilities will keep this form on file.)*

Name of school or building where event will be held

_____ Eagle Creek _____ River Mill _____ Junior High _____ High School
_____ Clackamas River _____ Other (specify): _____

Equipment needed (*“X” all that apply*)

_____ Chalkboard	_____ Internet connection
_____ Free-standing dry-erase board	_____ Podium
_____ Flipchart and pens	_____ Microphone
_____ Overhead projector	_____ Additional tables (Quantity/Location):
_____ TV/VCR/DVD	_____ Additional chairs (Quantity/Location):
_____ CD/Cassette player	_____ Laptop w/ LCD projector

*Internal clients: Please check out from Media Services
External clients: Available for rent*

How the room should be set up (*“X” only one*)

_____ Classroom—Rows of tables/chairs facing the front
_____ U-Shape—Tables/chairs in a U-shape
_____ Conference—Tables/chairs in a square
_____ Theater—Rows of chairs (no tables) facing the front
_____ Other—*Describe or include a diagram below. If more space is needed, use the back of this form.*