

**INSTRUCTIONS: FACILITY SCHEDULING AGREEMENT**

IN FILLING OUT THIS FACILITY SCHEDULING FORM, PLEASE FOLLOW THE INSTRUCTIONS BELOW.

1. PRINT
2. COMPLETE ENTIRE FORM, USE PEN AND PRESS HARD.
3. PLEASE BE SPECIFIC.
4. USE ONLY ONE FORM PER EVENT AND PER FACILITY.
5. READ RULES AND REGULATIONS AND INFORM MEMBERS OF YOUR ORGANIZATION OF THE RULES AND REGULATIONS.
6. WHEN FACILITY SCHEDULERS AGREEMENT HAS BEEN APPROVED AND SCHEDULED, YOUR YELLOW COPY WILL BE SIGNED, DATED AND RETURNED TO YOU.

TODAY'S DATE \_\_\_\_\_ REQUESTED BY \_\_\_\_\_  
ORGANIZATION \_\_\_\_\_ EVENT \_\_\_\_\_  
CONTACT PERSON \_\_\_\_\_ PHONE ( ) \_\_\_\_\_ H ( ) \_\_\_\_\_ W  
FACILITY REQUESTED \_\_\_\_\_ 1ST CHOICE? \_\_\_\_\_  
2ND CHOICE? \_\_\_\_\_

WHAT DATES DO YOU REQUIRE?  
FROM \_\_\_\_ / \_\_\_\_ / \_\_\_\_ TO: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

WHAT TIME WILL YOU ARRIVE AT THE FACILITY? \_\_\_\_\_ [AM] [PM]  
ACTUAL BEGINNING TIME OF EVENT? \_\_\_\_\_ [AM] [PM]  
ACTUAL ENDING TIME OF EVENT? \_\_\_\_\_ [AM] [PM]  
WHAT TIME WILL YOU BE LEAVING THE FACILITY? \_\_\_\_\_ [AM] [PM]

HOW OFTEN WILL THIS FACILITY BE NEEDED? (daily, weekly, weekdays, monthly, 2nd Tues., every Sunday, etc.)  
\_\_\_\_\_

DO YOU REQUIRE EQUIPMENT:  
MICROPHONE, TV/VCR, EXT. CORD, SCREEN, PROJECTOR, OTHER \_\_\_\_\_ (PLEASE CIRCLE)  
EXPECTED ATTENDANCE \_\_\_\_\_  
ADDITIONAL COMMENTS: \_\_\_\_\_

PLEASE RETURN THIS FORM TO THE OFFICE AS SOON AS POSSIBLE. YOU WILL BE INFORMED IF THERE ARE ANY CHANGES TO THE SCHEDULE YOU REQUESTED. IF CIRCUMSTANCES CAUSE YOU TO CANCEL AN EVENT, IT IS IMPERATIVE THAT YOU CALL THE FACILITY COORDINATOR'S OFFICE AT (817) 274-0643 AS SOON AS POSSIBLE. THIS WILL OPEN THE FACILITY FOR OTHER ORGANIZATIONS. PLEASE READ THE FACILITY RULES AND REGULATIONS. FAILURE TO FOLLOW THESE RULES AND REGULATIONS COULD RESULT IN THE TEMPORARY SUSPENSION OF GROUP OR INDIVIDUAL PRIVILIGES TO SCHEDULE ANY ROOMS IN THE FUTURE.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
REQUESTER \_\_\_\_\_ FACILITY SCHEDULER \_\_\_\_\_