**RTHS Cafetorium Reservation Form**

**Event Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Organization/Activity:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Person in Charge:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reservation Date(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Begin Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Organization Type: Type of Seating:**

|  |  |  |
| --- | --- | --- |
|[ ]  **Student/Faculty Organization (Principal)** |  |[ ]  **Auditorium Chairs** To seat how many:\_\_\_\_\_\_\_\_ |
| [ ]  | **Athletic Organization (AD)** |  |[ ]  **Auditorium Chairs with Tables** To seat how many:\_\_\_\_\_\_\_\_Rectangle [ ]  Round [ ]  |
|[ ]  **Community Organization (Superintendent)** |  |[ ]  **Cafeteria Style Tables/Benches**To seat how many:\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| **Describe Activities:** |  |
| **Diagram for special set up:** |

**Sponsor Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approval Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**