**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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**