

# Temple ISD 2022 - 2023 Facility Use Form

TISD 2022 - 2023 Facility Use Form (Internal Requests Only)

The respondent's email (**melody.knott@tisd.org**) was recorded on submission of this form.

Requesting Campus \*

Western Hills Elementary

Event Title \*

WHES Honor Choir and 3rd Grade Holiday Performance

Brief Description of event \*

Honor Choir and 3rd Grade music performance

Event Date \*

MM DD YYYY

12 / 13 / 2022

Event Set-Up Time \*

Time

04 : 00 PM ▼



Event Start Time \*

Time

06 : 00 PM ▼

Event End Time \*

Time

07 : 00 PM ▼



Campus/Building Requested \*

☐ Meridith -Dunbar Auditorium

☐ Meridith-Dunbar

☐ Cater Elementary

☐ Hector P. Garcia Elementary

☐ Jefferson Elementary

☐ Kennedy-Powell Elementary

☐ Raye-Allen Elementary

☐ Scott Elementary

☐ Thornton Elementary

☒ Western Hill Elementary

☐ Bonham Middle School

☐ Lamar Middle School

☐ Travis Middle School

☐ Temple High School Auditorium

☐ Other: .....



Space Needed \*

☐ Auditorium

☒ Cafeteria

☐ Stadium

☐ Other: .....

Classroom or area needed - Name &/or Room # \*

Library .....

Estimated Attendance \*

120 .....

Will food be served? Food Service employee must be present if the kitchen is used. \*

No .....

State other needs: \*

Please make sure cafeteria is cleaned and all restrooms are stocked before the event. ....

Contact Name \*

Melody Knott .....



Contact Extension Number \*

5670

Contact After Hours Phone Number \*

(254)541-1323

### Acknowledgment & Signature

After submitting this form, you will receive an email confirming that your facility request has been received.

If you requested the use of the THS or Meridith Auditoriums, the links to the Auditorium Use forms will be in this email. You will need to click on the appropriate link and fill out that auditorium use form before your facility request will be considered complete for auditorium use.

Typing your name below constitutes your signature and your agreement to all TISD facility use policies and procedures. \*

Melody Knott

This form was created inside of Temple Independent School District.

Google Forms