



International Leadership of Texas High School – Garland

4413 North Shiloh, Garland, TX 75044 ♦ 972-414-3414



Building/Room Reservation
School Year _____

All Activities outside the hours of 7:30 am to 5:00 pm on school days and at ANY TIME on non-school days must be placed on the ILTexas Garland Building Calendar. All activities outside the hours of 7:30 am to 5:00 pm on school days and at ANY TIME on non-school days that require the use of IL Texas Garland HS Facilities must be approved by the Principal in Charge of Facilities and / or the CFO.

Date: _____ Time of Event: Start _____ Finished _____ AM/PM

Requirements - School Groups/Organizations

Anticipated number of participants: _____ Room(s) requested: _____

Will H/VAC be needed Y/N: _____ Will Security be needed Y/N: _____

*Will Technology be needed Y/N: _____ Will Janitorial services be needed Y/N: _____

Will food be served Y/N: _____

***Please Circle Technology Needs - Access to WIFI, projector, clicker, sound system, HDMI Cables, Microphone 1 or 2**

Group must provide its own Laptop

Requirements - Non-school groups/

Organizations

Anticipated number of participants _____ Number of rooms needed _____

Will H/VAC be needed Y/N: _____ Will Security be needed Y/N: _____

*Will Technology be needed Y/N: _____ Will Janitorial services be needed Y/N: _____

Will Food be served Y/N: _____

***Please Circle Technology Needs: Access to WIFI, projector, clicker, sound system, HDMI Cables, Microphone 1 or 2**

Group must provide its own Laptop.

Non-school groups/organizations may be charged a rental fee for use of the building and H/VAC, janitorial, security and supervisory services Fees: TBD _____

Sponsor/Facilitator

Signature

Date

For Office Use Only:

APPROVED

DENIED

Principal or designee Signature

Date

If approved the following room(s) will be used _____.

Keys were checked out Y/N _____.

TO: _____

Sponsor/ Facilitator

Signature

Date