

# MANSFIELD I. S. D.

# EVENT NOTIFICATION FORM

DATE OF NOTICE:		VIA: <i>Email</i> <input type="checkbox"/> <i>Fax #</i>
TO: Campus Administrator/Rep:	Mike Vopal	

DATE OF THE EVENT:	BEGIN TIME	AM / PM	END TIME	AM / PM

ORIGINATING CAMPUS / DEPT	
ROOM/FIELD REQUESTED	
ORGANIZATION / EVENT	
REQUESTOR	<input type="checkbox"/> HVAC <input type="checkbox"/> Logged
CONTACT PERSON	Est. Attendance: <input type="checkbox"/>
WORK / HOME PHONE	Admission: <input type="checkbox"/> YES <input type="checkbox"/> NO
Email Address	How Much? <input type="checkbox"/>

*****CUSTODIAN NEEDED*****	<b>CHECK ONE</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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<b>Type of Event:</b>		
<input type="checkbox"/> Booster Club Meeting	<input type="checkbox"/> MYB/AAU	<input type="checkbox"/> Sporting Events
<input type="checkbox"/> Church Banquet	<input type="checkbox"/> Practice/Game	<input type="checkbox"/> Student Lock-ins
<input type="checkbox"/> Church Services	<input type="checkbox"/> PTA Meeting	<input type="checkbox"/> Other _____
<input type="checkbox"/> Crime Watch	<input type="checkbox"/> School Event/Extended Hours	
<input type="checkbox"/> Homeowners Association	<input type="checkbox"/> Scouts	
		<b>IS THIS SCHOOL DISTRICT EVENT</b>
		<input type="checkbox"/> YES <input type="checkbox"/> NO

<b>Special Instructions:</b>	

**\*\*\*\*\* THIS SECTION FOR M.I.S.D. FACILITIES OFFICE USE ONLY: \*\*\*\*\***

<b>Needs:</b> <input type="checkbox"/> TV <input type="checkbox"/> VCR <input type="checkbox"/> Overhead <input type="checkbox"/> Lights <input type="checkbox"/> PA System	Tables: _____
Security Personnel: <input type="checkbox"/> MISD Police Dept. <input type="checkbox"/> Ambulance / Local Fire Dept.	

CUSTODIAN NEEDED FOR: <input type="checkbox"/> OPEN <input type="checkbox"/> CLOSE	Employee#: _____
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Custodian assigned to work: _____	per hr = \$ _____	
Number of hours worked: _____	X _____	TOTAL DUE _____
Number of hours worked: _____	X _____	

CC: <input checked="" type="checkbox"/> Custodial Supervisor <input type="checkbox"/> Child Nutrition <input type="checkbox"/> Sound Tech Director <input type="checkbox"/> Grounds <input checked="" type="checkbox"/> MISD Police 6000
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**Emergency Contacts: MISD Police & 24-Hour Emergency 817.299.6000**

**SUBMIT**