



**HALLSVILLE  
SCHOOL DISTRICT**

421 E. HIGHWAY 124  
HALLSVILLE, MO 65255  
PHONE (573) 696-5512 EXT 322  
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**BRAD BLAKEMORE**  
ACTIVITIES DIRECTOR

## **Facilities Request Form**

- Requests are considered on a first come-first served basis
- Facility requested may be reassigned as needed
- Minimum of 7 days advance notice required.
- Advance notice improves chances of fulfilling request

<b>Date(s) of Event</b>	
<b>Time of Event</b>	
<b>Location (see list below)</b>	
<b>Contact Person (Name &amp; Phone)</b>	
<b>Group/Organization Name</b>	
<b>Set Up Instructions</b>	

<b>Shared Space Locations List</b>	
Primary Commons	Middle School Media Center
Primary Conference Room	Middle School Computer Lab
Primary Media Center	
Primary Work Room	Secondary Commons
Primary Computer Lab	West Gym
	North Gym
East Gym	High School Media Center
Intermediate Commons	High School Computer Lab
Intermediate Media Center	Café Computer Lab
Intermediate Computer Lab	Vo Ag Computer Lab