

**Fort Bend Christian Academy  
Facility Request Form  
2015-2016**

*\* Use add this to master calendar.*

*\* Could you also add the*

Procedures for scheduling activities and/or facilities:

- Part A must be completed, submitted to Superintendent's Admin Assistant and approved to secure date and time on the calendar for requested activity/facility.
- A copy of the Request Form will be returned to you regarding approval and/or any changes that are necessary.
- Part B of the form must be completed and received no later than one week prior to scheduled activity.
- Part A and Part B can be submitted at the same time if all information is known.

*Coaching*

*i mock*

*meet to mstr*

*(Those will be in classrooms)*

*Cal pls?*

Organization: <i>Elementary</i>	Contact Person: <i>Patti Kohlenberg</i>	Phone: <i>281-263-9100</i>
Area/Room Requested: <i>SC Cafetorium</i>	Number of Participants: <i>200</i>	Event Date(s): <i>Thursday, 5/4/17</i>
		Event Time: From <i>3:30</i> To <i>5:30</i>

Description to POST on Calendar  
*Elementary Speech Meet*

Day of Week: M Tu W Th F Sa Su	Duration of Request: _____
Building Access Time: _____	Beginning Date: _____
Building Departure Time: _____	Ending Date: _____

I have read the FBC Facilities Use Policy (see reverse side). My signature below indicates that I understand and accept the rules and regulations regarding building use.

Signature \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only  
Date Received: \_\_\_\_\_ Date Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

Superintendent Signature (event after 3pm) \_\_\_\_\_ Principal Signature (between 8am-3pm) \_\_\_\_\_

Reason for Non-Approval: \_\_\_\_\_

Set-up Work to be done in detail: *(1) Hang Banner O/S Cafeteria Entrance (2) Tables & chairs setup in Cafetorium*

Room set-up drawing:  <i>Kitchen</i> <i>2 white tables</i> <i>Bench Seating for 200</i>	Equipment needed: TV/DVD (\$25 fee) _____ Screen _____ Podium _____ Sound System (\$25 fee) _____ Kitchen (\$50 fee) _____ Field _____ Lights (\$50/game) _____ Media Cart _____ Media Cart w/Laptop _____
---	--

For Office Use Only	Distribution List:	IT	Gabe Sabala
	Ron Bell _____	Ellen Lott _____	
	Donald Blackmon _____	Margie Meyer _____	
	Kelly Carroll _____	Shelia Potter _____	
	David Hook _____	David Roberts _____	



Patti Kohlenberg <pkohlenberg@fortbendchristian.org>

---

## Additional Speech Meet Set-up on May 4th

2 messages

---

**Patti Kohlenberg** <pkohlenberg@fortbendchristian.org>

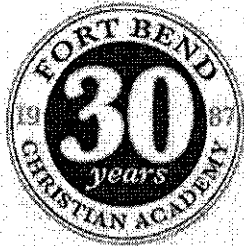
Fri, Feb 17, 2017 at 3:13 PM

To: Jenny Moxley <jmoxley@fortbendchristian.org>

Jenny,

Could you assist to get this through the right channels for the Speech Meet Set-up on Thursday, May 4th, please? In addition to the Cafetorium set-up, we will be using the following classrooms: B101, B102, B103, B104, B105, B106, B107. We will need white tables & blue chairs in each room. These will have to be set-up promptly at 3:10, since the event starts at 3:30 P.M. I've attached a diagram for reference.

Thank you, Patti



**Patti Kohlenberg**  
Grades 1-4 Aide  
Fort Bend Christian Academy  
1201 Lakeview  
Sugar Land, TX 77478  
281-263-9100

believe. achieve. lead.

---

**DOC021717-02172017160021.pdf**  
21K

---

**Patti Kohlenberg** <pkohlenberg@fortbendchristian.org>

Fri, Feb 17, 2017 at 3:14 PM

To: Margie Meyer <mmeyer@fortbendchristian.org>

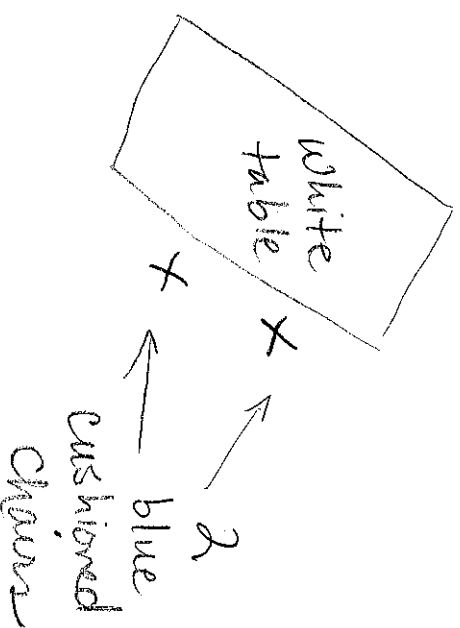
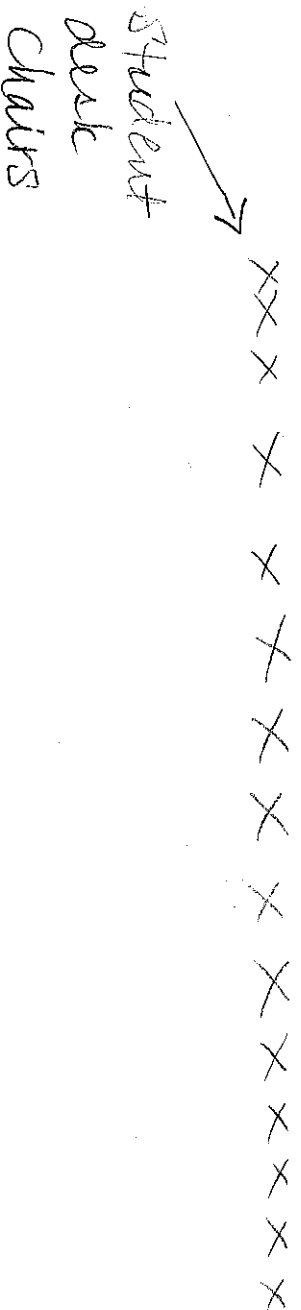
-Meant to copy you

[Quoted text hidden]

Rooms B101, B102, B103,  
B105, B106, B107:

Front of Classroom

Whiteboard



- ① move desks to back/corner of each classroom.
- ② Use <sup>15</sup> student desk chairs in each room to line up
- ③ in one row facing front of classroom (as an audience)
- ③ One white 6' table & 2 blue chairs in each room