

Instructions for scheduling Hudson High School use:

- Please check Hudson High School’s activity calendar at www.mwlma.org for conflicts prior to submitting your request.
- Use this form to have all activities involving Hudson High School students/programs placed on the school calendar. Information from this form will be included on the **parent accessible website** www.mwlma.org.
- HHS personnel wishing to use E101, F101, or G101 during school hours (7:30am - 4:00pm), must reserve the space in the shared spaces calendar located at www.mwlma.org. Please follow the protocol outlined in the Teacher Manual.

Please note: High School events take precedent and may bump previously scheduled non-High School activities if necessary. The High School principal reserves the right to make these adjustments.

Please complete the information below and **email** your request to dcarter@hudson.k12.ma.us

Activity Category: _____ **Date of Activity:** _____

Time Activity Begins: _____ **Time Activity Ends:** _____

Set-up Time: _____ **Tear-down Completed:** _____ **Activity Location(s):** _____

Name of Applicant: _____ **Applicants Email Address:** _____

Description of Activity: (Include approximate # of attendees)

Technology/Equipment Needed: **Yes** **No** Technology/equipment requests will be forwarded to the Technology Department.
Please list technology/equipment needed:

Requests for assistance with set-up (tables, chairs, etc.) needs to be communicated directly to Luis Antunes at lantunes@hudson.k12.ma.us. Please include the expected attendance. Maximum seating capacity for F101/G101 is 120 seats. Maximum number of tables in F101/G101 is 15 tables. Seating capacity in E101 is 190.

List All **Recurring Times/Dates of Event Requested Below Using the Sample Given**

| | | | | | |
|---------------|---------------|---------------|---------------|---------------|---------------|
| 3:00 pm | 09/01/12 | _____ / _____ | _____ / _____ | _____ / _____ | _____ / _____ |
| Time AM PM | Date | Time AM PM | Date | Time AM PM | Date |
| _____ / _____ | _____ / _____ | _____ / _____ | _____ / _____ | _____ / _____ | _____ / _____ |
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