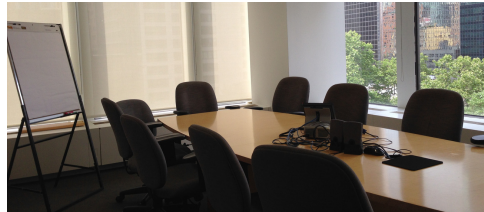


# DESERT SANDS UNIFIED SCHOOL DISTRICT

## -STAFF REQUESTS ONLY-



ALL OTHERS ARE REQUIRED TO COMPLETE THE USE OF FACILITIES AGREEMENT - CONTACT THE SCHOOL SITE AND/OR RISK MANAGEMENT FOR ADDITIONAL INFORMATION.

TO MAKE MEETING ROOM RESERVATIONS REQUEST AT THE DEC MULTIPURPOSE ROOM AND THE DEC NORTH, PLEASE SUBMIT YOUR DEPARTMENT'S REQUEST USING THE FOLLOWING LINK:

<https://goo.gl/75ugJq>

THE FOLLOWING INFORMATION IS REQUESTED AT TIME OF SUBMITTAL:

- \*MEETING DATE
- \*START TIME
- \*END TIME
- \*# OF PEOPLE ATTENDING
- \*SETUP (BE SPECIFIC)

RESERVATIONS ARE POSTED ON A FIRST COME, FIRST SERVE BASIS. YOUR MEETING ROOM REQUEST WILL BE APPROVED WITHIN 48 HOURS DURING REGULAR BUSINESS HOURS. PLEASE CHECK THE CALENDAR FOR CONFIRMATION.

IF YOU HAVE ANY QUESTIONS REGARDING YOUR RESERVATION, PLEASE CONTACT RISK MANAGEMENT AT 760-771-8511 OR [JENNIFER.MORGAN@DESERTSANDS.US](mailto:JENNIFER.MORGAN@DESERTSANDS.US).

-THANK YOU-