

Type of Event

- Meeting
- Performance
- Party
- Team Practice
- Tournament
- Exhibition
- Conference
- Memorial Service
- Presentation
- Class
- Examination
- Seminar
- Other _____

Equipment Required for Events

Please note that the California School for the Deaf does not provide equipment for community events. Additionally, school staff is not responsible for setting up or taking down the equipment used for community events.

Please plan on providing your own equipment and set-up crew.

Scheduling Your Time

When you make your request for use of facilities, please include the time it will take for you to set up before your event, as well as the time it will take for you to clean up after your event.

Theatre Requests

The theatre is used quite extensively by CSD students and staff. It is also needed for certain Deaf community events. With the high amount of maintenance required, it is no longer available for public use.

It is a steadfast policy of the school that a designated CSD staff member/lighting technician must operate the lighting booth. If an event requires use of theatre lighting or sound, that CSD staff member must be hired to operate the equipment.

Opening & Closing Facilities

All school buildings are locked when school is not in session. Prior to your event, someone from your group must arrange to meet with CSD security in order to unlock any doors you need to have opened. Likewise, after your event, someone from your group must meet with CSD security to make sure that the building is locked up and that everyone has exited the building. Please indicate times below.

Opening Locked Buildings

- Security to open building
Time _____
- Security to close building
Time _____

Approval to Use Facility

Facility _____

Date _____

Facility Coordinator's Signature

Director of Outreach's Signature

Superintendent's Signature

California School for the Deaf will consider requests to use facilities and equipment if they are available. Classroom activities and school events have priority.

The earlier we receive your request for use of facilities, the better chance your group has that it will be available. Please understand that we cannot reserve facilities more than six weeks prior to your event.

Submitting a request does not guarantee use of a CSD facility.