



THREE RIVERS EDUCATIONAL CAMPUS

56 Cooper Road Cleves, Ohio 45002

INTERNAL FACILITIES REQUEST FORM

Organization: _____

Contact Person: _____

Phone Number: _____ E-Mail: _____

Event/Meeting Requested: _____

Location/Facilities Needed for Event: _____

Who is invited to attend this event? _____

One Time Event Repeating Event

Date(s) of Event: _____

Hours To Be Used:

Time of Event: _____ to _____

Set-Up Time: _____ Doors Leaving Time: _____

Unlocked: _____ Doors Locked: _____

What will be needed for the event?

(List any supplies needed i.e., chairs, tables, podium, microphone, etc.)

Is there any additional information for communications team to deliver to your invitees?

Signature

Date

For Office Use Only

Approved Placed on Calendar Hard Copy to Custodian

Events Coordinator Signature

Date

CC: Principal CC: Applicant

Three Rivers Educational Campus Facilities

Gymnasiums – There are three gyms located at the Three Rivers Educational Campus. There are two larger gyms (Competition Gym & Auxiliary Gym) with bleacher seating in addition to the *Ken Neyer Sr. Memorial Gym*. Each of these gyms are equipped with scoreboards and can be split into 2 full sized courts each. (The Auxiliary Gym is only equipped with one scoreboard. The *Ken Neyer Sr. Memorial Gym* is also only equipped with one scoreboard and the courts would not be full size if the gym is divided.) There is also a gym for use at the *Charles T. Young District Office Building* located at 401 N. Miami Ave. While you can request a specific venue, the athletic director will place you in the gym that best meets your needs while allowing for other activities to take place simultaneously. *PLEASE NOTE THAT FOOD AND BEVERAGE ARE NOT PERMITTED IN THIS AREA.

Performing Arts Center - The Three Rivers Educational Campus Performing Arts Center along with the *Margaret and Bruce Knapp Stage* is a fully equipped, state-of-the art auditorium that seats approximately 680 or 980 guests depending upon your need. The PAC can only be used with the explicit approval of our house auditorium manager. *PLEASE NOTE THAT FOOD AND BEVERAGE ARE NOT PERMITTED IN THIS AREA.

PAC Conference Center – The PAC conference center consists of two separate rooms that can be used for many different types of events. These two rooms have the ability to seat 150 guests in moveable chairs for a large presentation or the rooms can intimately seat guests in a configuration using moveable conference tables and chairs. These two rooms are located just off the secondary cafeteria and are part of the larger Performing Arts Center area. An interactive projector and screen are permanently affixed for easy use.

Media Center – The *Carl Hunsicker Media Center* is a large space that has permanent tables and chairs that also includes two small conference areas, a reading room, and a computer lab. The *Hunsicker Media Center* is located on the 2nd floor above the *Meredith Hitchens Administrative Offices*. *PLEASE NOTE THAT FOOD AND BEVERAGE ARE NOT PERMITTED IN THIS AREA.

Conference Room – Near the front of the building at the corner of the *Meredith Hitchens Administrative Office* area there is a small conference room (up to 10 guests) that can be utilized for meetings.

Cafetorium – The *Coffey Family Cafetorium* is a versatile space located on the elementary side of the building and is quite a versatile space. In its cafeteria configuration, the *Coffey Family Cafetorium* can accommodate approximately 250 guests. In addition, the tables can be transformed into benches with backs that can be configured to face a stage perfect for small performances, award ceremonies, presentations, or recognition events.

Secondary Cafeteria – The secondary cafeteria may be used for large events, however its primary function will be for the gathering space leading into the two main gyms and the Performing Arts Center. Concessions and sales of any kind will take place in this space along with ticket transactions to events. Available in this space will be a video display wall that can stream live any event in the main gym or Performing Arts Center, which will perfectly complement all major events.

Multipurpose Room – The multipurpose room can be utilized for groups who need an open space to get active. Ideal conditions allow for use by student athletes, cheerleaders, color guard, drama, dance, and band members. Note that this room is only available when the student bleachers in the competition gym are fully closed. *PLEASE NOTE THAT FOOD AND BEVERAGE ARE NOT PERMITTED IN THIS AREA.

Meeting Rooms – There will be at least two small meeting rooms and one large meeting room (cafeteria) located at the *Charles T. Young District Office* located at 401 N. Miami Ave, just two blocks from the Three Rivers Educational Campus. These 3 spaces will include tables and chairs that will be the perfect for scout meetings, PTO/PTA meetings, and booster meetings.