

**COUNCIL CHAMBERS**  
**Non-City - MEETING/EVENT Request Form**  
**(City Council Approval is Required)**

Name: Ted Ruybal Cell Phone: [REDACTED]

Entity/Company: American Legion Post Telephone #: 469 222 2333  
178 Frisco (Larry Marshall)

Meeting/  
Event: American Legion Oratorical competition  
Day & Date of Meeting/Event and or Use: December 10, 2016

Beginning Time of Reservation: 8:00 a.m. p.m.  
Ending Time of Reservation: 1:00 a.m. p.m.  
Time of Meeting/Event: 8-1 a.m. p.m.

Explain relation to City or County Business:  
All students are from Frisco Highschools & winner will represent us and the city of Frisco at regional & state competitions.

- Room being requested:
- Council Chambers – (holds approximately 300 people)
  - Executive Conference Room – (holds approximately 20 people)
  - City Room – (holds approximately 50 people)

- Does your meeting require preparation by the Communications Department?
- Lighting (Council Chambers only – brief training required ahead of time with Tom)
  - Microphones (Council Chambers only)
  - PowerPoint Presentation (projector use – take into consideration room brightness?)
  - Other Audio/Visual Needs. Please List: \_\_\_\_\_
  - None

**Lock Down Procedure:** You are required to call Gerry Burns, Facility Manager 972-670-5767, to let him know when your meeting ends so that he can secure the building. At that point, it is your responsibility to make sure the doors have latched.

Please be mindful to leave the room in order, as there may be another meeting/event taking place after yours.

  
Signature

For Office Use Only: