



### Georgia Avenue Campus

3600 Georgia Avenue, NW  
Washington, DC 20010  
(202) 667-4446 (Grades 5-8)

### Kansas Avenue Campus

4501 Kansas Avenue, NW  
Washington, DC 20011  
(202) 706-5828 (Grades PK-4)  
(202) 706-5838 (Grades 9-12)

info@elhaynes.org  
www.elhaynes.org

## Facility Access and Usage Set Up Request

Name of Organization:

Contact Name:

Contact e-mail:

Facility Requested:

Number of Six Foot Tables Needed:

Number of Chairs Needed:

### AV Equipment Needed:

We may be able to provide equipment if the capability exists in the room. If there is not built in AV equipment in your requested room, you will be responsible for procuring this on your own.

Will you need a desk/table at the entrance to greet/  
sign in participants?

Do you have any other set up requirements?

A Certificate of Insurance must be included with this Facility Set Up Request Form

Please attach any necessary sketches for requested set up