



Los Angeles Unified School District Headquarters  
Office of the Building  
**CAFETERIA RESERVATION- TRIMANA CAFÉ ON LEVEL A**

**REQUESTOR INFORMATION:** (please print)

Requestor Name:	Date:
Email:	Phone:
Date(s) Requested:	Hour(s) Requested:
Office/ Division:	Number of People:
Type of Meeting: <i>(Such as: training, luncheon, fundraiser, classes, literature table, meeting, blood drive, etc.)</i>	Title of Meeting:
After-Hours Meeting? (Yes or No)	After-Hours HVAC? (Yes or No)

Funding Line: *(To be provided if After-Hours HVAC is requested or if there is cleaning or repairs needed)*

GL ACCT	COST CTR	FUND	FUND AREA

1. Dining area should be returned to its normal condition with tables and chairs lined up, trash deposited in containers, and all material removed.
2. Requestor agrees to pay for any repairs or special cleaning required due to use. Requestor agrees to leave area clean or funding line will be charged.

Requestor Signature:

X\_\_\_\_\_ Date: \_\_\_\_\_

Division Head Approval:

X\_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please submit form to the Office of the Building (Email: [OfficeoftheBuilding@lausd.net](mailto:OfficeoftheBuilding@lausd.net))**

For Internal Use Only:	
Approved By:	Reservation Made: