

MILLBURN C. C. SCHOOL DISTRICT 24
Request for Building and Grounds Use

Instructions: Complete form and submit to building principal for approval. You will receive a copy.

Contact Person:		Phone Extension:	
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GROUP INFORMATION:

Requesting Group:	Anticipated # Attending:
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TIME REQUESTED:

PUT AN X IN ONE OF THE FOLLOWING:		Single Meeting Date		Series of Meetings
DATES REQUESTED:		DAY OF WEEK:		
TIME OF ACTIVITY (Include Start/End and AM/PM):				

FACILITIES REQUESTED: *(Check all requested)*

<input type="checkbox"/> East gym	<input type="checkbox"/> Soccer Field - North
<input type="checkbox"/> West Gym	<input type="checkbox"/> Soccer Field - Center
<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Soccer Field - South
<input type="checkbox"/> Computer Lab (specify)	<input type="checkbox"/> Classroom (specify)
<input type="checkbox"/> LRC	<input type="checkbox"/> Other:

SCHOOL EQUIPMENT: *(Check all that apply)*

<input type="checkbox"/> Tables - how many?	<input type="checkbox"/> Sound System
<input type="checkbox"/> Chairs - how many?	<input type="checkbox"/> Custodial Staff
<input type="checkbox"/> Trash Barrels	<input type="checkbox"/> Other:

ACTIVITY DETAILS: - *(Brief description of purpose and nature of activity)*

Activity will be open to:	<input type="checkbox"/> Group Members Only	<input type="checkbox"/> Parents - Parking will need to be considered
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ADDITIONAL COMMENTS/REQUIREMENTS:

FOR OFFICE USE ONLY - DO NOT WRITE IN THIS BOX

USE AS REQUESTED IS:	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED
USE OF MATERIALS REQUESTED IS:	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED
DATE REQUESTED IS:	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED, BUT CHANGED TO:
ADMINISTRATIVE APPROVAL:		DATE: