

HARRISON HIGH SCHOOL USE OF BUILDING BY SCHOOL GROUP

Name of Organization/Group

Room: <hr/> *If using the Auditorium, the applicant must contact Mr. Charlie Briem at 630-3112 ASAP in order to have lights and sound. Date of Event: <hr/> Start Time*: <hr/> End Time: <hr/>
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Expected Attendees: <input type="checkbox"/> Teachers <input type="checkbox"/> Students <input type="checkbox"/> Parents <input type="checkbox"/> Other, please specify: <hr/>
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***NOTE:** State exact time room will be needed; i.e., evening activity to start at 7:30 p.m., but room needed at 3:00 p.m. to decorate. (Please request for 3:00 p.m.)

PURPOSE:

SPECIAL SERVICES OR EQUIPMENT NEEDED:

It is understood that the school is to be used for educational purposes only and that school property is to be protected and returned to the condition in which it was found. Particular care must be taken to retain chairs, tables, etc. to their proper places. All decorations, paper, and litter must be placed in proper containers.

Applicant	Telephone #	E-mail Address	Date
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All applications must be submitted **at least 48 hours in advance** of the requested date. Completed forms should be submitted to the Main Office.

Distribution to be done after approval by the Main Office:

- Approved**
- Not Approved**

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| <ul style="list-style-type: none"> <input type="checkbox"/> Applicant <input type="checkbox"/> Head Custodian <input type="checkbox"/> HHS Main Office <input type="checkbox"/> Jane Kelleher/Gene George <input type="checkbox"/> Audio Visual Technician <input type="checkbox"/> Charlie Briem/Stage Crew
(Mandatory when booking Auditorium) <input type="checkbox"/> Christopher Galano/Athletic Office
(Mandatory when booking any athletic facility) |
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Assistant Principal's Signature/Date

Principal's Signature/Date