



Facility Usage Request
Saugatuck Elementary School
170 Riverside Avenue
Westport, CT 06880
Telephone 203-221-2900
Fax 203-221-2952

Organization: _____

Billing Address: _____

Requestor: _____

Day Telephone: _____ Evening Telephone: _____

Email: _____

Event
Date(s): _____

Start Time: _____ End Time: _____

Room(s): _____

Number Attending: _____ Number of Adults: _____ Number of Children: _____

Audio Visual: _____

Custodial: _____

Electrical: _____

Event Set Up: _____

Event Break Down: _____

Number of Extra Chairs: _____

Parking Spaces Required: _____

Additional requirements: _____

