

HARRISON CENTRAL SCHOOL DISTRICT
USE OF FACILITIES BY A SCHOOL GROUP

Application Date: _____

_____ is making application for use of

_____	_____	_____
(School)	(Room Location)	(Date of Event)
Starting Time: _____ Ending Time: _____		

Purpose _____

Special Services Needed _____

Note: State exact time will be needed (i.e. evening activity, to start at 7:30 p.m.,
But room will be needed at 3:00 p.m. to decorate – request same for 3:00 p.m.)

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

Faculty Sponsor

All applications must be made in quadruplicate at least one week in advance of the date requested.

Approved Copies to:
Jane Kelleher, Business Office
Head Custodian
Main Office
Applicant

Approved & Authorized by

Building Principal

Note: Authorized hours for students to be in building (i.e. rehearsal, etc.) not to exceed 11:30 p.m.