

Orchard Park Central School District
3330 Baker Rd., Orchard Park, NY 14127
Phone: 209-6207 Fax: 209-6353

ACTIVITY PERMIT REQUEST FORM

Fill in the boxes below, print, and then turn it in.

Building Requested Day & Date of Activity

Event

Time to

School Non-School

Person in charge of event (requestor) Phone#

Chaperones

Special Police

Commons Gym Aux Gym Pool

Auditorium Cafeteria Kitchen Classroom

Library Foyer Field Areas

Please circle special equipment needed for activity and amount of each:

Chairs Tables: Audio Visual: Projector/Screen:

Technology equipment needs to be entered into Computer Services help desk by requestor.

Building Superintendent/Principal _____

Supervisor of Buildings & Grounds _____ Date _____

Permit # _____

Note: _____

PLEASE APPROVE/DISAPPROVE BUILDING PERMIT & RETURN TO BUILDINGS & GROUNDS DEPARTMENT. THANK YOU.