

Orchard Park Central School District

ACTIVITY PERMIT REQUEST FORM

Building Requested \_\_\_\_\_ Day & Date of Activity \_\_\_\_\_

Event \_\_\_\_\_

Time: Start \_\_\_\_\_ End \_\_\_\_\_

Person in charge of event (requestor) \_\_\_\_\_ Phone# \_\_\_\_\_

Chaperones \_\_\_\_\_

Special Police \_\_\_\_\_

**Check Area/Areas Needed for Activity:**

Auditorium/Cafetorium \_\_\_\_\_ Cafeteria-Small/Large \_\_\_\_\_ Aux Gym \_\_\_\_\_ Gym \_\_\_\_\_ Fields (Specify) \_\_\_\_\_

Classroom \_\_\_\_\_ Foyer \_\_\_\_\_ Kitchen \_\_\_\_\_ Library \_\_\_\_\_ Pool \_\_\_\_\_ Other \_\_\_\_\_

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

Chairs: \_\_\_\_\_ Tables: \_\_\_\_\_ Audio Visual: \_\_\_\_\_ Projector/Screen: \_\_\_\_\_ Other: \_\_\_\_\_

**\*\*Technology equipment needed to be entered into *Computer Services Help Desk* by requestor.**

**Please approve/disapprove building permit and return to the Buildings & Grounds office. Thank you.**

Building Superintendent/Principal \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor of Buildings & Grounds \_\_\_\_\_ Date: \_\_\_\_\_

PERMIT# \_\_\_\_\_

For delivery by US mail: Address: \_\_\_\_\_