HARRISON HIGH SCHOOL
USE OF BUILDING BY SCHOOL GROUP

Name of Organization/Group

Room:

***If using the Auditorium, the applicant must contact Mr. Noah Platt at platten@harrisoncsd.org ASAP to have lights and sound.**

Date of Event:

Start Time*:

End Time:

Expected Attendees:

Teachers

Students

Parents

Other, please specify: _____

***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 return chairs, tables, etc. to their proper places. All decorations, paper, and litter must be placed in proper containers.

Applicant **Telephone #** **E-mail Address**

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**

- ☐ Applicant
- ☐ Head Custodian
- ☐ HHS Main Office
- ☐ Valerie Mingione
- ☐ Audio Visual Technician
- ☐ Noah Platte/Tech Crew
  (Mandatory when booking Auditorium)
- ☐ Christopher Galano/Athletic Office
  (Mandatory when booking any athletic facility)

_____

Assistant Principal's Signature/Date

_____

Principal's Signature/Date