Pemberton Township Schools

You can get there from here!

Reservation Request

Brotherhood Administration Building

Name of Event: _____

Room(s) Requested:

- ☐ Conference Room A (smaller room next to kitchen)
- ☐ Conference Room B (larger room)
- ☐ Kitchen

Date(s): _____

Start Time: _____ End Time: _____

☐ Set-up Time Required
Time: _____

☐ Break-Down Time Required
Time: _____

Number of Attendees: _____

Attendees Will Include (Check all that apply):

☐ Internal Personnel ☐ Persons Outside of the Organization

Alternate Location: _____

Notes: _____

_____

Your Name: _____

Department/School: _____ Email: _____

Cell Number: _____ District Extension: _____

Please complete and return to Sue McGuinness, Administrative Assistant to Laura Archer, Email: smcguinness@pemb.org • Phone: 609-893-8141 ext. 1004