

**HADLEY-LUZERNE
BUILDING/ROOM USE REQUEST
FOR USE OF SCHOOL FACILITIES OF THE
HADLEY-LUZERNE CENTRAL SCHOOL DISTRICT
By
EMPLOYEES ONLY**

Name of Instructional Staff/Organization _____

Brief Description _____

Advisor or Organization Representative (to be present and responsible for supervision)

Name _____

Phone # _____

Email _____

Requests use of the following:

Alice Harris Auditorium _____	Room No. _____	<u>Building:</u>
Cafeteria _____	Equipment _____	SMT ES _____
Grounds _____	Supplies _____	
Supplies _____	Gymnasium _____	JR/SR HS _____
Other _____	LGI _____	

Date of Event	Use Starting Time	Use Finishing Time	Other
_____	_____	_____	_____
_____	_____	_____	_____

Equipment Needed: _____

Actual Start Time of event for publication: _____

Check for publication on Website & Other Media Outlets (*Please submit one week before publication date with details emailed to Public Relations ingersolle@hlcs.org*)

It is mutually agreed that only the facilities listed above are to be used by the above named faculty/organization and only for the time requested.

Signature of:

Staff Member _____ Date: _____

Approval by: Building Principal _____ Date: _____

Date placed on HL District Building Use Calendar _____

Building Principals' Secretary Distributes copies to the following

Requestor please check all that apply:

Building Principal _____	Custodial Staff _____
Supt. Sec. _____	P.E. Dept. _____
Facilities Director _____	Athletic Director _____
Food Serv. Director _____	Staff Member _____
Technology Staff _____	Public Relations _____