

Lake George Jr.-Sr. High School
Building Use Request
(Internal Use Only)

Room(s) Requested: <input type="checkbox"/> Auditorium <input type="checkbox"/> Cafeteria <input type="checkbox"/> Alumni Room <input type="checkbox"/> Library <input type="checkbox"/> 7th Grade Cluster <input type="checkbox"/> Gymnasium <input type="checkbox"/> Classroom #(s) _____ <input type="checkbox"/> Other: _____					
Desired Date: _____ <div style="text-align: center; font-size: small;">(mm/dd/yy)</div>	Day of the Week: _____				
Event/Purpose:	Start & End Times: _____ - _____				
Requestor(s): Andy Raymond					
<table style="width: 100%;"><tr><td style="width: 50%;">Person In Charge During Event <i>(if different than requestor):</i></td><td style="width: 50%;">Contact Info (if event is after hours):</td></tr><tr><td>_____</td><td>_____</td></tr></table>		Person In Charge During Event <i>(if different than requestor):</i>	Contact Info (if event is after hours):	_____	_____
Person In Charge During Event <i>(if different than requestor):</i>	Contact Info (if event is after hours):				
_____	_____				

Setup Needs

Furniture Needs <i>(additional tables, chairs, etc.):</i>	Tech Needs & Assistance:
Room Setup: <input checked="" type="checkbox"/> N/A, Fine As Is <input type="checkbox"/> Layout Attached <input type="checkbox"/> Layout To Follow	
Athletic Field Setup:	

Approval

<input type="checkbox"/> Approved <input type="checkbox"/> Rejected	Principal: _____ Date: _____
Comments:	

Hard Copy: ☐ B&G

Calendar Invites: ☐ B&G ☐ Requestor(s) ☐ Other: _____
☐ Staff Assigned/Overseeing Room Requested

(i.e., Library-Olson, Cafeteria-Destefanis, Gym-Manny, Auditorium-Baker)