

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: _____ <small>(mm/dd/yy)</small>	Day of the Week: _____
Event/Purpose: _____	Start & End Times: _____ - _____
Requestor(s): Andy Raymond	
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 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"/> <i>Approved</i> <input type="checkbox"/> <i>Rejected</i>	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)