

New Lebanon Central School District
14665 State Route 22 New Lebanon, NY 12125

BUILDING USE REQUEST FORM

Date of activity: _____ Day of activity: _____ Building requested: _____

***Weekend events require Friday night set up**

Does this event require set up prior to the date of activity? (circle one) Y N Date to be set up: _____

Type of activity (describe): _____

Hours: From _____ to _____

Approximate number of people: _____

Room(s) needed:

Classroom(s) _____

Gymnasium

Athletic Fields

(after hours fees may apply)

Library

Cafeteria

Kitchen

(fee for kitchen staff)

Lobby

Stage

Shatford Pool

Building Principal Approval

Date

Additional Information: _____

Date of request

Person making request

Organization making request

Signature

Person in charge of event

Home Phone

Work Phone

Email address

Mailing address if not a school employee

Special equipment/set up needed: _____

All rooms and equipment must be left in good condition. Groups will be responsible to the school district for any damage to school property. Refreshments may be served in the cafeteria only. Kitchen may be used only with the permission of the cafeteria manager.