

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

BUILDING USE REQUEST FORM

Date of activity _____ Building Requested _____

Type of activity (describe) _____

Hours: From _____ to _____ Approximate number of people: _____

Room(s) needed:

Classroom(s)
Room Numbers _____

Library

Lobby

Gymnasium

Stage

Athletic Fields
(after hours fees may apply)

Cafeteria

Kitchen
(fee for kitchen staff)

Shatford Pool
(fee for lifeguard)

Building Principal Approval

Date

Additional Information _____

_____	_____	
Date of request	Person making request	
_____	_____	
Organization making request	Signature	
_____	_____	
_____	_____	
Person in charge of the event	Home Phone	Work Phone
_____	_____	_____
_____	_____	_____
_____	Email address	_____

Mailing address if not a school employee _____

Special equipment/setup 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.