



Edmeston Central School

Phone (607)965.9086 Fax (607)965.8942

SCHOOL DAY BUILDING REQUEST

During school hours (8am - 2:30pm) when school is in session

REQUESTS MUST BE RECEIVED AT LEAST ONE WEEK BEFORE THE EVENT

IN ORDER THAT YOUR REQUEST FOR THE USE OF THE FACILITIES MAY BE CONSIDERED AND PLANNED FOR, KINDLY COMPLETE THE FOLLOWING FORM: (Please **Print** all information)

Group/Class _____ Date(s) of Activity _____

Time of Activity: Start _____ Finish: _____

Time Set-up must be completed: _____

Description of Activity _____

Room(s) Needed: Auditorium _____ Gym _____ Cafeteria _____ Fields _____

Other, List ALL: BE SPECIFIC _____

Any equipment (such as sound systems, computers, microphones, podium, etc.) requested. (be specific below)

Name of person in charge of program/event _____

After initial approval:

If Food is requested, you must fill out the Food Service Request Form and speak with the Food Service Director, Brian Belknap.

If the gym or fields are to be used, you must contact the Athletic Director, Mike Clark.

If special set up is needed you must contact the Facilities Director, Ed Telfer.

Today's Date

Signature of Person requesting use of the building

RETURN THIS FORM TO THE BUSINESS MANAGER

FOR OFFICE USE ONLY

FDI _____ AD _____ FSD _____

Approved _____ Date _____

Business Manager

Date _____

Principal