

Facilities School Day Usage Request Form

(Request must be submitted at least 3 days prior to usage date)

Today's Date: _____

Teacher: _____

Club/Class/Organization: _____

Facility Requested:

- Auditorium
- Choral Rehearsal Room
- Small Ensemble Room
- Orchestra Rehearsal Room

Date of Event: _____

Time of Event: _____

Please deliver this request to Mr. Edmondson.

Please realize that requests can be honored only if there is not another group using the facility.

You will be notified by email as to approval status.