

**MOUNTAINSIDE SCHOOL DISTRICT**  
**2019-2020 APPLICATION FOR ROOM USAGE BY STAFF MEMBER**

Return completed application to the school secretary. Please print clearly.

1. Applications should be submitted at least one week before the facilities are needed.
2. Reservations will be made in the order that applications are received.
3. You will be notified of approval of the application by the school secretary.

The undersigned hereby makes application for the use of:

Room/Area requested (i.e. APR, gym, cafeteria, classroom)

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Do you need chairs and tables? Please list all needed and the arrangement. If possible attach a diagram.

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**A/V Equipment (check/circle all that apply)**

Computer/Chromebook Projection     Yes  No

Will you be providing your own computer/Chromebook?     Yes  No

Do you need sound from the computer?     Yes  No

Microphones     Yes  No    How many microphones? \_\_\_\_\_

Music (iPod)     Yes  No    (must be supplied by staff member)

DVD Player     Yes  No    (only available in Media Center)

On \_\_\_\_\_ / \_\_\_\_\_  
Day of week                      Month    Date    Year                      Hours: From / To

The facilities listed above are to be used for \_\_\_\_\_

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\_\_\_\_\_  
Applicant's Name (please print)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Approval:

\_\_\_\_\_  
Principal / Building Administrator

\_\_\_\_\_  
Date

Copy for File                      \_\_\_\_\_

Copy for Custodian              \_\_\_\_\_

Copy for Tech                      \_\_\_\_\_

Approved copy to applicant      \_\_\_\_\_