

MOUNTAINSIDE SCHOOL DISTRICT
Application for Room Usage by Staff
2022-2023

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)

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

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

Computer/Chromebook Projection:

Will you be providing your own computer/Chromebook?

Do you need sound from the computer?

Microphones How many microphones? _____

Music (iPod) (must be supplied by staff member)

DVD Player (only available in Media Center)

On _____ / _____
Day of week Month Day Year Hours: From / To

The facilities listed above are to be used for:

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 _____