MOUNTAINSIDE SCHOOL DISTRICT APPLICATION FOR ROOM USAGE BY STAFF

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 app	lication for the use of:		
Room/Area requested (i.e. APR, gym, cafeteria, classroom)			
Do you need chairs and tables? Plea	ase list all needed and the arra	ngement. If po	ssible attach a diagram.
A/V Equipment (check all that app			
☐ I need a computer/☐ I need sound from the com	vour own computer/Chromebo /Chromebook set up puter w many microphones? llied by staff member)	ok	
On		_/ Hours:	
The facilities listed above are to be			Start / End
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			7/2023