

HARRISON SCHOOL DISTRICT – LINCOLN SCHOOL

Special Function Reservation Form

- Use this form to request a room, food, maintenance/set-up, or special equipment for workshops, meetings, special events, etc.
- In order to inform the various departments involved and for security purposes (outside visitors), it is important that this form be completed and submitted to the Principal's Office.
- EVENING functions at LES must be cleared through the LES Office and be approved by the LES PRINCIPAL.
- PLEASE complete the following:

Today's Date: _____ Function Date: _____ Time: _____ Location: _____ Number of People: _____

Ordered By: _____ Function: _____ Purpose: _____

Groups Involved: _____ Contact Person: _____ Phone Number: _____

Note: If presenter is using a laptop which platform is being used – IBM or Apple, Please specify _____

Room Set-Up MUST BE CHECKED:

Rows Rectangle Pods

PLEASE check items needed: (Maintenance, Food, AV, etc)

<input type="checkbox"/> Speakers Table	<input type="checkbox"/> Tables	<input type="checkbox"/> Tables with Cloths
<input type="checkbox"/> Table for Coffee, etc.	<input type="checkbox"/> Chairs	<input type="checkbox"/> Tablet(s)
<input type="checkbox"/> Podium in Center	<input type="checkbox"/> Microphone	<input type="checkbox"/> American Flag
<input type="checkbox"/> Board with Chalk	<input type="checkbox"/> Screen/Overhead Projector	<input type="checkbox"/> TV/VCR
<input type="checkbox"/> Air Conditioning beyond 6PM	<input type="checkbox"/> Computer Projector	<input type="checkbox"/> Other: _____

Facilities Requested:

Gymnasium Cafeteria Computer Lab Classroom

COMMERCIAL FOOD:

Bill to: _____ Requested by: _____

STOP - THANK YOU!

For Office Use Only

Available Not Available Director/Principal's Signature _____ Date _____

Approved Not Approved Superintendent's Signature _____ Date _____

Distribution List:

<input type="checkbox"/> M. Weber, Principal, HHS <input type="checkbox"/> K. Stahl, Principal, WMS <input type="checkbox"/> H. Marte, Principal HIS <input type="checkbox"/> A. Heberling, Principal LES <input type="checkbox"/> S. Bayat, Dir. CST <input type="checkbox"/> J. Botch, Principal KES <input type="checkbox"/> D. Green, Dir., District Facilities	<input type="checkbox"/> C. Rottingen, SE Inf. Tech. Mngr. <input type="checkbox"/> Technology Services Technician: HHS/WMS/HIS/LS/EC <input type="checkbox"/> M. Dolaghan, Maintenance Supr. <input type="checkbox"/> M. Kroog, Superintendent <input type="checkbox"/> James P. Doran, Ed.D., Dir. Pers./ HR/Compl./Crisis Management <input type="checkbox"/> D. Choffo, SBA/Board Secty. <input type="checkbox"/> P. Santana, Tech. Dir.	<input type="checkbox"/> FOOD SERVICES <input type="checkbox"/> SECURITY: HHS/ WMS/HIS/LES/KES <input type="checkbox"/> M. Green, Coord. of School Safety <input type="checkbox"/> D. Riser, Ed.D., Director of Curriculum and Instruction <input type="checkbox"/> M. Pichowicz, Asst. SBA/Board Counsel <input type="checkbox"/> Other: _____
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