

# ***Secondary School Community Room***

## ***Reservation Request Form***

*Please note that this completed and signed form must be submitted to the District Office at least 72 hours in advance of the date of the requested event or activity. Thank you.*

Requester: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Time(s) Requested: \_\_\_\_\_

Event/Activity: \_\_\_\_\_

(If you require special  
room set-up, please specify)

\_\_\_\_\_

\*Do you wish to serve food and/or drinks?      Yes                      No

Number of Total Attendees: \_\_\_\_\_

\_\_\_\_\_  
Requester Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator/Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date

\*Please note that requests for events that include the serving of food and/or drinks may be denied.