HARRISON SCHOOL DISTRICT – HARRISON HIGH 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.
- All requests for the use of the Athletic Fields/Bleacher Building must be cleared through the Athletic Director before submitting the request form.
- 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 WMS must be cleared through the ADULT H.S. Office and be approved by the WMS 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)

- Table
- Table for Coffee, etc.
- Podium in Center
- Board with Chalk
- Air Conditioning beyond 6PM
- Computer Projector
- Tables
- Chairs
- Microphone
- Screen/Overhead Projector
- Tables with Cloths
- Tablet(s)
- American Flag
- TV/VCR

* Need access to computers

Facilities Requested:

- Auditorium
- Gymnasium
- Aux. Gymnasium
- Dance Studio
- Pool
- Library
- Cafeteria
- Computer Lab
- Classroom
- Athletic Field
- Bleacher Building

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:

- Mr. M. Weber, Principal, HHS
- Mr. M. Landy, Principal, WMS
- Mr. K. Stahl, Principal, HIS
- Mrs. A. Heberling, Principal, LS
- Mrs. K. Huaranga, AP HHS /Athletics
- Dr. C. Baumgartner, Interim Super.
- Mrs. M. Kroog, Dir. of Curr. & Instr.
- Ms. S. Bayat, Dir., CST
- Mrs. J. Botch, Dir., Early Child.
- Mr. D. Choffo, SBA/Board Secy.
- Mr. M. Dolaghan, Main./Cust.Supv
- Mr. J. Tucci, Coord. of Techn.
- Computer Technician

FOOD SERVICES
SECURITY HHS / WMS
Mr. M. Green, Coord. of School Safety
Dr. J. Doran, Dir. of Pers/HR
Mr. T. Lutraino, Fac. Syst. Eng.
Other ____________________

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