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.
➢ 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 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)

☐ Speakers Table ☐ Tables
☐ Table for Coffee, etc. ☐ Chairs
☐ Podium in Center ☐ Microphone
☐ Board with Chalk ☐ Screen/Overhead Projector
☐ Air Conditioning beyond 6PM ☐ Computer/Projector

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:

☐ Mr. M. Weber, Principal, HHS ☐ Mr. J. Tucci, Coord. Of Techn. ☐ FOOD SERVICES
☐ Mr. M. Landy, Principal, WMS ☐ Computer Technician ☐ SECURITY HHS / WMS
☐ Mr. K. Stahl, Principal HIS ☐ Mr. M. Dolaghan, Main./Cust. Supv. ☐ Mr. M. Green, Coord. of School Safety
☐ Mrs. A. Heberling, Principal LES ☐ Mr. T. Lutario, Fac. Syst. Eng. ☐ Dr. J. Doran, Dir. of Pers./HR
☐ Ms. S. Bayat, Dir. CST ☐ Mrs. M. Kroog, Dir. Curr. & Instr. ☐ Other: ________________
☐ Mrs. J. Botch, Dir. EC ☐ Mr. D. Choffo, SBA/Board Secy.
☐ Dr. C. Baumgartner, Interim Super.