HARRISON SCHOOL DISTRICT
SUPERINTENDENTS CONFERENCE ROOM
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 Superintendent’s Office.

PLEASE complete the following:

Today’s Date: _______ Function Date: _______ Time: _______ Location: _______________ # 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  ☐ Table for Coffee, etc.
☐ Podium in Center  ☐ Board with Chalk
☐ Air Conditioning beyond 6PM  ☐ Tables
☐ Chairs  ☐ Microphone
☐ Screen/Overhead Projector  ☐ Computer Projector
☐ Tables with Cloths  ☐ Tablet(s)
☐ American Flag  ☐ TV/VCR
☐ Other: ______________________________

Facilities Requested:

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

COMMERCIAL FOOD:

________________________________________________________________________

Bill to: __________________________________ Requested by: ______________________

STOP - THANK YOU!

For Office Use Only

☐ Approved  ☐ Not Approved  Superintendent’s Signature __________________________ Date __________

Distribution List:

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

Other ______________________________

Revised 11-2018