HARRISON SCHOOL DISTRICT – WASHINGTON MIDDLE 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 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

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

☐ Speakers Table ☐ Tables ☐ American Flag
☐ Table for Coffee, etc. ☐ Chairs ☐ TV/VCR (TV & DVD player)
☐ Podium in Center ☐ Microphone ☐ Air Conditioning beyond 6PM
☐ Board with Chalk ☐ Screen/Overhead Projector ☐ Risers
☐ Other: ____________________________

Facilities Requested:
☐ Auditorium ☐ Computer Lab ☐ Cafeteria ☐ Gymnasium ☐ Pool
☐ Library ☐ 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. M. Landy, Principal, WMS
Mr. K. Stahl, Principal, HIS
Mrs. A. Heberling, Principal, LES
Ms. S. Bayat, Dir., CST
Mrs. K. Huaranga, AP HHS/Athletics
Dr. C. Baumgartner, Interim Super.

☐ Mrs. J. Botch, Dir. EC
☐ Mr. J. Tucci, Coord. Of Techn.
☐ Mr. D. Choffo, SBA/Board Secyt.
☐ Mr. M. Dolaghan, Main./Cust.Supv.
☐ Mrs. M. Kroog, Dir. Curr. & Instr.
☐ Computer Technician

☐ Mrs. J. Botch, Dir. EC
☐ Mr. J. Tucci, Coord. Of Techn.
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Revised 11-2018