

# South Newton Schools

## Building Use/Equipment Needs

To assist in planning, please submit request at least 3 school days in advance.

Name of Person in Charge: \_\_\_\_\_

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

Area of Building to be Used: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date(s)/Time(s) Needed: \_\_\_\_\_

Special Equipment/  
Arrangements Requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sign and turn in to building principal. Request will then be forwarded to appropriate personnel.

Today's Date: \_\_\_\_\_  
\_\_\_\_\_  
(Signature)

Approved by principal on \_\_\_\_/\_\_\_\_/\_\_\_\_.

\_\_\_\_\_  
(Principal's Signature)