

WHATELY ELEMENTARY SCHOOL

Use of Facility Request

Name of Organization: _____

Date of Request: _____

Person Responsible: _____

Address: _____

Facility Requested:

- Cafeteria (one staff member minimum requirement)
- Classroom
- Charles A. Pielock Memorial Gymnasium
- Library

Please Note: We encourage and expect all individuals to recycle plastics, cans and paper. If you will have an excessive amount of recyclable waste, please check with the office prior to your event.

Description of Event: _____

Date & Time Facility is Required: _____

From: _____ A.M./P.M. (circle one) To: _____ A.M./P.M.(circle one)

Special Equipment Request: _____

I _____ received a master key to W.E.S. on _____ .
Name (please print) of Person Responsible *Date*

Signature of Person Responsible

Date

Approval Signature

Date