

HADDON TOWNSHIP BOARD OF EDUCATION
Community Activities Office
10 Reeve Avenue
Westmont, NJ 08108
856-854-0926
FAX: 856-854-3673
pthieringer@haddon.k12.nj.us

APPLICATION FOR USE OF SCHOOL FACILITIES:

Please provide us with the following information regarding your event. Requests for space should be submitted as early as possible, but at least one week before the event.

Once complete this information can then be emailed (preferred method), faxed or couriered to the Community Activities Office for approval. We will send back the approval via email.

Today's Date:

1. **Your Name:**
2. **Phone:** **Cell phone:**
3. **Email:**
4. **Club/Group/Team's name:**
5. **Which school requested:**
6. **Type of room requested:** (gym, auditorium, classroom, cafeteria, etc)
7. **Day(s) and Date(s) of use:** (attach season schedule if applicable)
8. **Hours desired:**
9. **Name of activity:**
10. **Number of participants/audience:**
11. **Equipment or setup needed:** See next page for list

**Haddon Township School District Facility Scheduling
EQUIPMENT NEEDED**

Equipment	Number needed	Type of Setup
Tables		
Chairs		
Podium		
Microphone		
Stagelights		
Other		