

**Kingwood Township School  
Room Request Form**

**Room(s) Requested:  
Check all that apply.**

- All Purpose Room     Gymnasium     Library
- E-06/08 \_\_\_\_  Classroom # \_\_\_\_\_  Classroom # \_\_\_\_\_
- Other: \_\_\_\_\_

**Name of function:**

**Date of function:**

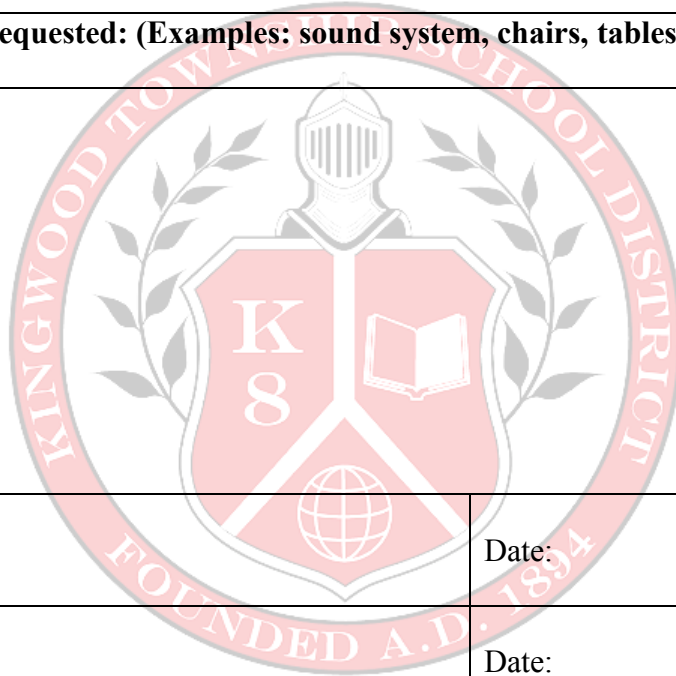
**Set up time:**

**Event run time:**

**Presenters:**

**Number in audience:**

**Custodial/Tech assistance requested: (Examples: sound system, chairs, tables, bleachers in or out, laptop/projector, etc.)**



Requested by:

Date:

Approved:  
Tim Loveland, Principal

Date:

Approved:  
Melissa Kramer, Administrative Assistant

Date:

Approved:  
Eric Carr, Supervisor of Building & Grounds

Date:

**PLEASE submit the completed form to the Main Office for Administrative approval AT LEAST TWO WEEKS PRIOR TO THE EVENT to allow for processing/planning. The form will be forwarded to the Supervisor of Building & Grounds, and a copy returned to you for your records. The event is not approved until a signed copy has been returned to you. Thank you for your cooperation advance notice.**