

Lynnfield Public Schools Facilities Use Application

High School		Middle School		Summer Street		Huckleberry Hill		Central Office	
Auditorium 246	<input type="checkbox"/>	Auditorium	<input type="checkbox"/>	All Purpose 210	<input type="checkbox"/>	All Purpose 500	<input type="checkbox"/>	Conference Rm	<input type="checkbox"/>
Gym* 261	<input type="checkbox"/>	Gym* 350	<input type="checkbox"/>	Gym* 230	<input type="checkbox"/>	Gym* 600	<input type="checkbox"/>	Common Area	<input type="checkbox"/>
Caf/Kit 247/251	<input type="checkbox"/>	Café/Kit 300/332	<input type="checkbox"/>	Café/Kit 310	<input type="checkbox"/>	Café/Kitchen 800	<input type="checkbox"/>	Other	<input type="checkbox"/>
Media Ctr 243	<input type="checkbox"/>	Media Center 320	<input type="checkbox"/>	Media Center 220	<input type="checkbox"/>	Media Center 220	<input type="checkbox"/>		
Classroom	<input type="checkbox"/>	Classroom	<input type="checkbox"/>	Classroom	<input type="checkbox"/>	Classroom	<input type="checkbox"/>		
Other	<input type="checkbox"/>	Other	<input type="checkbox"/>	Other	<input type="checkbox"/>	Other	<input type="checkbox"/>		

Needs:	Chairs <input type="checkbox"/>	Tables <input type="checkbox"/>	PA System <input type="checkbox"/>	Projection/Audio Cart <input type="checkbox"/>	Trash Barrels <input type="checkbox"/>
---------------	---------------------------------	---------------------------------	------------------------------------	--	--

Special Requests: (Explain)	
------------------------------------	--

Request/Require Custodian <i>4 hour minimum for shift</i>	<input type="checkbox"/>	Approximate Cost <i>(Weekend/holidays require 1 hour of scheduled time for opening/closing the building)</i>	
---	--------------------------	--	--

Date of Application: _____

Event Date: _____ Complete Timeframe from Start _____ to End _____

Name of Applicant: _____

Phone No: _____

Billing Address: _____

Email: _____

Organization: _____

Event/Purpose: _____

Approvals:

Building Designee: _____ Athletic Director(*Gym): _____ Central Office: _____

Please note: Requests must be made as least 14 days prior to event.
 No use of tobacco products or alcoholic beverages on school premises.
 All building and gym requests are subject to change – School Use and High School sports teams have priority.
 If necessary, events can be cancelled after booking.

QUESTIONS: Sheila Ryan 781-334-9200 x9215 SEND COMPLETED FORM: ryansh@lynnfield.k12.ma.us
--