

UPPER MORELAND TOWNSHIP SCHOOL DISTRICT
APPLICATION FOR USE OF SCHOOL BUILDING OR GROUNDS BY BUILDING STAFF OR GROUP
(HSA, UMEF, BOOSTER CLUB, MUSIC PATRONS, SCHOOL BUILDING EVENT)

REQUESTER/STAFF MEMBERS NAME: _____ REQUEST DATE: _____

REQUESTER'S EMAIL: _____ REQUESTER'S PHONE: _____

ORGANIZATION/GROUP NAME: _____

BUILDING/FIELD REQUESTED: High School Middle School Intermediate School Primary School

HS Stadium Concession Stand HS Stadium Turf Field #1 HS Turf Field #2

Other _____ (Parking Lots, Non-Turf Fields)

ROOM REQUESTED: Gym Auxiliary Gym Auditorium Cafeteria/Cafetorium

Other _____

EVENT/ACTIVITY DESCRIPTION: _____

DATE(S) REQUESTED: _____

EVENT START TIME: _____ EVENT END TIME: _____

SET UP START TIME: _____ BREAKDOWN/CLEAN UP END TIME: _____

EXPECTED # OF PARTICIPANTS: _____ EXPECTED # OF OVERALL ATTENDANCE: _____

❖ SET-UP REQUESTS – PLEASE BE SPECIFIC. ATTACH DIAGRAM AND/OR DETAILED DESCRIPTION IF NECESSARY: _____

❖ SPECIAL REQUESTS: Air Conditioning Heat Security/Police Custodial Support

Field Lighting Other _____

Requester's Signature: _____ Date: _____

Principal/Designee: _____ Date: _____

(signature acknowledges approval of the request)

Facilities Supervisor: _____ Date: _____

(signature acknowledges approval of the request)

Food Service Director: _____ Date: _____

(signature acknowledges approval of the request)
