

**CHARLEROI AREA SCHOOL DISTRICT**  
**Intra-District Facilities Request Form**

Name: \_\_\_\_\_

Extension: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

School building/specific area or room to be used: \_\_\_\_\_

**If the gymnasium's sound system is needed, please submit a Technology Work Order.**

**If the auditorium's lighting or sound system is needed, please submit a Technology Work Order.**

Facility to be used for: \_\_\_\_\_

Date(s): \_\_\_\_\_ Day(s) of the week: \_\_\_\_\_

Time event starts: \_\_\_\_\_ Finishes: \_\_\_\_\_

Describe any special accommodations that may need to be made: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Athletic Director**

The requested facility is:

\_\_\_\_\_ Available on this date and I recommend the request be approved

\_\_\_\_\_ Not available on this date and I recommend the request be approved

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Building Principal**

The requested facility is:

\_\_\_\_\_ Available on this date and I recommend the request be approved

\_\_\_\_\_ Not available on this date and I recommend the request be approved

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Superintendent of Schools**

The requested facility has been:

\_\_\_\_\_ Disapproved for use

\_\_\_\_\_ Approved for use as described in the application

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date