


New Schedule Request

Pottsgrove School District Facilities Use Documents

 [Pottsgrove School District Facilities Terms & Conditions](#)

Request

* Request type	<input type="text"/>
* Event name	<input type="text"/>
* Building	<input type="text"/>
* Resources	<input type="text"/>
* Starts	<input type="text" value="10/13/2018"/> 
* From	<input type="text" value="11:00am"/>
* To	<input type="text" value="12:00pm"/>
* Repeats	<input type="text" value="Never"/>
Setup time	<input type="text"/>
Teardown time	<input type="text"/>
* Organization	<input type="text"/>
* Number of Attendees	<input type="text"/>
* Group Classification: Select One	<input type="text"/>
* AC Needed?	<input type="text"/>
* Heat Needed?	<input type="text"/>
* To access the building, specify tour door location:	<input type="text"/>
Note	Please review and acknowledge our Facilities use Rules and Regulations Agreement .
Set Up Requirements	Required Maintenance Services and Service Description (If "Yes" is selected)
Audio/Visual	<input type="text"/>

Service Description

* Bleachers

Service Description

Custodial

Service Description

* Event Setup

Service Description

* Grounds

Service Description

* Lighting (Indoor)

Service Description

* Lighting (Outdoor)

Performance Lights &
Sound

Service Description

* Restrooms

Service Description

* Sports Equipment

Service Description

* Required IT Services:
Network Connectivity

Service Description

* I have read and agree to the facility use terms and conditions/rules and regulations. I understand that the organization will be charged for any damage incurred by this organization.

*** Contact Name and Phone Number: List two people who will be responsible. One MUST be on site for the entire event.**

[A Formatting guide](#)

Attachments



Upcoming reminder

day(s) before an event's start date.

Make private