

# CHARLOTTE PUBLIC SCHOOLS BUILDING USE REQUEST

PLEASE FAX TO DIANE LANE @ 541-5745

Today's Date \_\_\_\_\_

Contact Person \_\_\_\_\_

Group Representing \_\_\_\_\_

Phone Number Day \_\_\_\_\_ Night \_\_\_\_\_

Email Address \_\_\_\_\_ Fax # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Purpose of building use \_\_\_\_\_

Number of People Expected to Attend? \_\_\_\_\_

Date(s) requested \_\_\_\_\_

Time(s) requested \_\_\_\_\_

Where: \_\_\_\_\_

HS GYM \_\_\_\_\_ LECTURE ROOM \_\_\_\_\_ CLASSROOM \_\_\_\_\_

HS CAFETERIA \_\_\_\_\_ COMPUTER LAB \_\_\_\_\_

MS GYM \_\_\_\_\_ AUX GYM \_\_\_\_\_ AR (activity room ) \_\_\_\_\_

CAFETERIA \_\_\_\_\_ CAFETORIUM \_\_\_\_\_

COMPUTER LAB \_\_\_\_\_ PLANNING ROOM \_\_\_\_\_

CLASSROOM \_\_\_\_\_ CONFERENCE ROOM \_\_\_\_\_

GALE GYM \_\_\_\_\_ PARK GYM \_\_\_\_\_

WASH GYM \_\_\_\_\_ WEY GYM \_\_\_\_\_

ELEMENTARY COMPUTER LAB \_\_\_\_\_

Special requests: \_\_\_\_\_

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