

FORM - Request to Use Avon Municipal Building

<i>Staff Member Name</i>

<i>Office Use Only</i>

This form must be submitted to the office at least 60 days prior to event

Avon School Main Office staff will contact the Borough and Avon Recreation about this request. Avon School does not fully manage the Avon Municipal Building and therefore, it is possible that adjustments to this request may be required in order to secure the Building Use.

<p><i>Event Title:</i> _____</p> <p><i>Description:</i> _____</p>	<p><i>Estimated Attendance:</i> _____</p> <p style="text-align: center;"><i>Location Request ↓</i></p> <p style="text-align: center;">Municipal Building</p>
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<i>Week Day</i>	<i>Month</i>	<i>Date(s)</i>	<i>Start Time</i>	<i>End Time</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Request Special Equipment				
<input type="checkbox"/> Tables # _____	<input type="checkbox"/> Chairs # _____	<input type="checkbox"/> Podium	<input type="checkbox"/> Mic(s) # _____	<input type="checkbox"/> Computer
<input type="checkbox"/> Mobile Sound System	<input type="checkbox"/> Projector / Screen	<input type="checkbox"/> Risers	<input type="checkbox"/> Stage	<input type="checkbox"/> Lighting
<input type="checkbox"/> Other:				

Please describe any other special items or set up instructions (**please be specific**) - You may utilize the reverse side of this document to diagram requested set-up: