



**LAWRENCE HIGH SCHOOL CAMPUS  
APPLICATION TO USE BUILDING/FACILITY**

\_\_\_\_\_  
Name of Person or Organization Current Date

Purpose of Request: \_\_\_\_\_

Number of people expected/attendance: \_\_\_\_\_ Date of Use \_\_\_\_\_ Time of Use from \_\_\_\_\_ to \_\_\_\_\_

ex: 8:00am

Please check CAMPUS AREA needed:

LECTURE HALL	UPPER CAFÉ	Library Conf. Rm.	MAIN CAFÉ	Library Computer Lab
CLASSROOM: ROOM(S) _____	GYM	Library Space	PAC	# of Computers Needed
OTHER: _____				

Will any equipment be brought in? Specify, what and why? \_\_\_\_\_

School equipment needed \_\_\_\_\_

\_\_\_\_\_  
Name of person running this event Position

\_\_\_\_\_  
Email Phone

The signing of this application shall constitute an agreement to abide by all rules and regulations governing the facilities use of Lawrence High School and to accept full responsibility for damages to, or loss of school property.

\_\_\_\_\_  
Name of person running this event Signature Date

\_\_\_\_\_  
Approved by: PRINCIPAL Signature Date

\_\_\_\_\_  
Facility Administrator Signature Date

**OFFICE USE ONLY**

**APPROVED COPIES SENT TO:**

APPLICANT	PRINCIPAL	SAFETY
CUSTODIAN	FOOD SERVICES	MATT EVANGELISTA
LPS MEDIA - DAVE PEKARSKI	IS&T ED & JOSE	Jay Zimmerman
_____	_____	_____

Notes: \_\_\_\_\_

Emailed Approved Date \_\_\_\_\_

\*\* For Athletics/Gym (see Mr. Neilon)

\*\*\* For Lecture Hall (see Kathy Thomas)

\*\*\*\* Bake Sales (see Mr. Watts)

\*\*\*\*\* COMPLETED APPLICATIONS ARE TO BE SENT TO MR. TIMOTHY FINN AT [Timothy.Finn@lawrence.k12.ma.us](mailto:Timothy.Finn@lawrence.k12.ma.us) TO PROCESS.

**\*\* ALTERED DOCUMENT WILL NOT BE ACCEPTED**