

**Massapequa Public Schools
Massapequa, New York**

REQUEST FOR USE OF SCHOOL FACILITY BY SCHOOL ORGANIZATION

ORGANIZATION:

- Massapequa Federation of Teachers
- Massapequa Teachers Association
- Secretarial Association of Massapequa Schools
- Civil Service Employees Association
- Parent/Teachers Association (PTA/SEPTA)
- McKenna Teacher _____
- Other _____

FACILITY REQUESTED: McKenna Elementary School

AREA: _____

DATE: ____/____/____ **HOURS:** _____ to _____

PURPOSE: _____

ESTIMATED ATTENDANCE: _____

EQUIPMENT REQUIRED:

- Screen
- Projector
- PA System
- Other: _____

As a representative of the applicant, the undersigned agrees to the use of the above listed school facility in accordance with the Board of Education regulations. If a custodian is required, the usual application, *Application and Permit for Use of School Facilities and Personnel*, must be submitted to the Principal's Office for approval.

Signature of Authorized Representative

Organization

Principal's Signature

Date