

MIDWOOD HIGH SCHOOL AT BROOKLYN COLLEGE
Michael McDonnell, Principal
Application for After--School Building Use

Instructions: After you have completed all of the pertinent information listed below, you must have this application approved and signed by your Supervising Assistant Principal, Mr. Alan Stack (Assistant Principal Organization), 11r. Richard Franzese (Assistant Principal Security) and the Supervisor who will be on site. The completed form must be returned to the Custodian in room 149 three weeks prior to commencement of activity.

Notes: If you require the use of the Athletic Fields, Gymnasiums, Dance Room, Weight Room or Locker Rooms, you must obtain Mr. Odita's signature as the Supervising Assistant Principal.

Full Name: _____ **Date:** _____

Contact Number: _____

Name of Event / Activity: _____

Date of Event / Activity: _____ **Time:** _____ **To** _____
 use reverse side of application for multiple dates and times (E.g. Athletic teams & practices)

Supervisor in Charge: _____

Room Name / Number(s): _____

Anticipated Attendance: _____

Number of Staff: _____

No. of security SSA1	Time From	Time To

No. of security SSA3	Time From	Time To

APPROVAL

 Assistant Principal, Supervision

 Date

 Assistant Principal, Organization

 Date

 Assistant Principal, Security

 Date

 Supervisor Who Will Be On Site

 Date

