

Ann Arbor Public Schools Staff Room Reservation Form

TO: All School Staff Members

FROM: Katie McCoy
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RE: Request to Reserve Space

During the school year, we receive many requests for use of school facilities. We do our best to meet the needs of the school and the community in all of our buildings and appreciate your cooperation. **Please use the attached room reservation form if you need space in the building for after-school activities. We will use this form to place you on the schedule and to avoid conflicts with outside groups.** The general office will have a weekly schedule with all events listed for your building.

Please contact me if you have any questions or concerns. Thanks for your cooperation.

Name/Organization _____

Facility Requested (**BUILDING and room**) _____

Date(s) Needed: From _____ To _____

Time(s) Needed: From _____ To _____

Purpose _____ Number Attending _____

Special Requests _____

Contact Person _____ Phone _____

Email Address _____