

**Donovan Catholic
FACILITIES REQUEST 2020-2021**

Please submit form three weeks before scheduled activity.

Day & Date of Activity _____

Person Making Request _____ Cell Phone Number: _____

Email Address: _____ **Organization** _____

Activity _____ **Facility Requested** _____

(If requesting the quad or any athletic fields, you must arrange for volunteers to help with set-up and break-down)

Requested Time for Facility:

Set-Up: Date: _____ From: _____ To _____

Activity: Date: _____ From: _____ To: _____

IMPORTANT SECURITY NOTICE: All doors will be locked at ALL TIMES. You may only allow attendees to YOUR event into the building.

To reduce the impact of Covid-19, the following guiding principles must be followed:

- 1. Temperature check upon entry**
- 2. Completed questionnaire**
- 3. Masks are to be worn at all times**
- 4. Social distancing must be maintained**
- 5. Thorough surface cleaning**

Detailed Diagram Regarding Arrangement of Facility: Please draw on reverse side or attach another sheet if necessary.

of Students Involved _____ # of Adults Involved _____

Equipment needed:

Number of Tables _____ Number of Table Clothes: Blue _____ White _____ Black _____

Number of Chairs _____ Kitchen Access _____

Podium _____ Microphone _____

Gym Sound & Lighting _____ Internet Access _____

AV Equipment (details) _____

Other _____

Clean-up Required by Club or Organization

Tables **MUST** be Wiped Down after the Event and Table Cloths **MUST** be washed and returned by the next day.

Approved _____ Date _____

Dr. Edward G. Gere, Principal

Ken Dwyer (Internet) Suzanne Oliver (Student Activities) Nick Maalouf (Maintenance) 732-684-3332
Harold Frazee (Gym Sound System) Dawn Watson (Main Office) Evening (Maintenance) 732-684-8036