

**Internal Facilities Usage Application for Activities  
AFTER 3:00 pm and on Weekends  
Adult and Continuing Education Office**

**Contact Information**

Requestor \_\_\_\_\_ Email \_\_\_\_\_

Phone Extension \_\_\_\_\_

Event/Function \_\_\_\_\_

Dates(s) \_\_\_\_\_ Time(s) \_\_\_\_\_

REQUESTED	FACILITY – Please check all that apply
	<b>Auditorium (658 seat capacity) No Food or Drink Permitted</b>
	<b>Cafeteria Contact Denise Green at 717-652-3170 x 7451) for Food/Beverage Requirements</b>
	<b>Gymnasium</b> _____ <b>Bleachers</b> _____ <b>Basketball Backboards</b>
	<b>Board Room – Wolverine Den – Must be reserved through Linda Hammaker regardless of the time of day or evening.</b>
	<b>Student Services Conference Room</b>
	<b>Library</b>
	<b>Computer Lab – Second Floor</b>
	<b>Room 2212 – Second Floor</b>

**Complete and Return to Janey Speelman-Adult and Continuing Education  
THANK YOU!!**