



THE TATNALL SCHOOL

Request for Special Use/ Rental of School Facilities

Instructions: Before completing this form, please contact Marlene Vondran in Operations at 302-892-4363. You must then fax the request to 302-892-4327. This is to confirm the availability of the area for your event. Upon confirmation, please submit one completed copy of this form to the Operations Department at least five (5) working days prior to the event. All request for rental will be coordinated through the Operations Department.

Date of Application: _____ Contact Person: _____

Group Name: _____ Contact #: _____

Event: _____

Room/Area Requested for Event: _____

Date Requested for Event: _____ Times: from _____ am/pm to: _____ am/pm

Approximate number of people attending event: _____

PLEASE ATTACH SEATING PLANS AND ANY OTHER SPECIAL INSTRUCTIONS

ITEMS NEEDED (PLEASE CIRCLE):

| | | | | | |
|------------|--------------|----|---------------------|--------------|----|
| Tables: | YES (#_____) | NO | Is Security Needed? | YES | NO |
| Trash Cans | YES (#_____) | NO | Trash Can Liners | YES (#_____) | NO |
| Ext. Cord | YES (#_____) | NO | Telephone Required | YES (#_____) | NO |
| Heat or AC | YES (#_____) | NO | Restrooms | YES | NO |

Please advise who will be responsible for cleanup and garbage removal? (Ops, Home & School, Cleaning Co – advance notice needed): _____

Other additional assistance needed from the Operations Department: _____

Additional Comments: _____

Signature: _____ Email: _____

Tel #(if different than above): _____