



**The Dobbs Ferry Union Free School District  
Staff/Student Facilities Use Application Form**

|                            |                              |
|----------------------------|------------------------------|
| Today's Date:              | Date(s) Requested:           |
| School Requested:          |                              |
| Room/Area Requested:       | Time(s) Requested (from/to): |
| Telephone Extension/Email: | Name of Applicant:           |

Purpose of Use:

Special Arrangement for Tables and Chairs- Please Draw a Diagram Below.

|  |                   |   |
|--|-------------------|---|
| <b>Custodial Services</b>  |                   |   |
| Chairs- Quantity:  | Tables- Quantity: | Podium  |
| Microphone Needed?<br><br>Quantity:<br>Corded _____ Cordless _____ | Other             | Please Note:<br>If cafeteria/catering services are required, please contact<br><b>Kathy Weinborg, Ext. 3023</b> |

Approval by School Principal \_\_\_\_\_  
Signature