

**Mount Union Area School District**  
**Use of Facilities for In-House Personnel**  
**Custodial List of Required Items for Event**

**Form must be submitted to Bill Varner, Director of Maintenance, at least 48 hours prior to the event**

Date of request:

Organization:

Date of event:

Time Length of Use:

Facility to be used:

Materials or Equipment Required:

\_\_\_ Barricades

\_\_\_ Chairs

\_\_\_ Tables

\_\_\_ Trash Can(s)

\_\_\_ Extension Cord(s)

\_\_\_ Other, please define