

Internal Booking Request

To be completed when reserving a room, or other area of the school, for any school activity to be held after 3pm. Please ensure that at least one week's notice is given of any requested booking. Please also see the VLE for electronic bookings of the Hall, Drama Studio and Room 12

To: Mrs A Harvey, Director of Business and Finance	From:
Date(s) required:	Times:
Room(s) required:	Reason for requirement:
Additional requirements:	

Signed: _____ Date: _____

Not required for regular timetabled meetings, detentions, etc.