

BUILDING ACCESS REQUEST FORM

Form must be completed to request building access beyond standard hours.

Form must be approved by your building principal and must be received by the Service Center one week prior to access.

Name: _____ Home Building: _____

Date of Request: _____

Building To Be Accessed: General McLane High School James W. Parker Middle School
 Edinboro Elementary School McKean Elementary School

Access Date(s) Requested: _____

Access Time(s) Requested: _____

Purpose For Access: _____

Office Use Only

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1	<p>PRINCIPAL Date: _____</p> <p><input type="checkbox"/> Approved (<i>Signature</i>) _____</p> <p><input type="checkbox"/> Denied (<i>Signature</i>) _____</p>
2	<p>BUSINESS MANAGER Date: _____</p> <p><input type="checkbox"/> Approved (<i>Signature</i>) _____</p> <p><input type="checkbox"/> Denied (<i>Signature</i>) _____</p>
3	<p>SERVICE CENTER</p> <p>Date Entered: _____</p>