



PS 452 PTA BUILDING USE PERMIT REQUEST

Permit Date _____

Permit Time _____ Total Hours Requested _____

Requested Permit Area _____

Reason For Request (check which one applies):

PTA Meeting (specify meeting details)

PTA Special Event (specify event details)

Requested By _____ Date _____

Date Permit Confirmed _____

Please fill out the form, and return to the attention of the PTA Calendar Manager in the PTA mailbox in the main office (Rm 224). Written notice will be given once a request for a permit is confirmed by the PTA Calendar Manager.