



Pemberton Early Childhood Education Center

BUILDING USAGE FORM (fillable form; Print,download or email for approval)

100 Arney's Mount road Pemberton, NJ 08068



When completed Please Return to Chelsey Wright ext: 1001

Please take a moment to help us improve your experience at Pemberton Early Childhood Education Center by letting us know what you will need to have while you are at our facility.

Name of Event: _____

Date(s) and Time Needed for: _____

About You;

Name _____ E-mail _____

Address _____ City _____ State _____ Zip Code _____

Phone _____

Which Room(s) would you like access to;

- | | |
|---|--|
| ☐ Media Center | ☐ Cafetorium/Backstage |
| ☐ Parent Training Room | ☐ Gross Motor Room |
| ☐ Art/Music Room | ☐ Conference Room Suite 200 |

People attending;

Number of Adults _____

Number of Children _____

Out of District Attendees _____

In-District Attendees _____

Equipment needed;

- | | |
|--|---|
| ☐ Tables Qty. _____ | ☐ Access to Computer Network (wireless) |
| ☐ Folding Tables Qty. _____ | ☐ Microphone and Sound System |
| ☐ Cafeteria Tables Qty. _____ | ☐ LCD Projector (with laptop) and Screen |
| ☐ Folding Chairs Qty. _____ | ☐ Smart Board |
| ☐ Easel(s) Qty. _____ | ☐ Podium |
| ☐ Camera (pictures taken) | PowerPoint Remote Control |

Other _____

Food Services;

- | | |
|--|--|
| ☐ Snacks & Drinks | ☐ Lunch with Salad & Beverages |
| ☐ Drinks Only | ☐ Buffet Hot Lunch with Salad & Beverages |
| ☐ Continental Breakfast | ☐ Dinner Buffet |
| ☐ Breakfast Buffet | |

Will Security be needed for the event;

- ☐ Yes - How Many _____ ☐ No

Additional Information;

☐ APPROVED

☐ DENIED

Date _____

Building Administrator

Thank you in advance for your cooperation!

revised: March 17, 2020