

BABYLON ELEMENTARY SCHOOL
171 Ralph Avenue
Babylon, New York 11702

Event Planning/Room Reservation Form

Teacher:	
Date(s)/Time Needed:	
Today's Date:	
Room Requested: or describe space needed	
General Purpose (i.e., Grade 1 Play, Celebration)	
# of seats for students	
# of seats for adults	
Special Equipment/other needs	
# of staff chaperones needed:	

Principal Sign-off: _____

cc: Teacher
Custodian