



# PEMBERTON TOWNSHIP SCHOOLS

## Reservation Request

Brotherhood Administration Building

Name of Event: \_\_\_\_\_

Room(s) Requested:

Conference Room A (smaller room next to kitchen)

Conference Room B (larger room)

Kitchen

Date(s): \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Set-up Time Required

Time: \_\_\_\_\_

Break-Down Time Required

Time: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

Attendees Will Include (Check all that apply):

Internal Personnel

Persons Outside of the Organization

Alternate Location: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

Your Name: \_\_\_\_\_

Department/School: \_\_\_\_\_ Email: \_\_\_\_\_

Cell Number: \_\_\_\_\_ District Extension: \_\_\_\_\_

Please complete and return to Sue McGuinness, Administrative Assistant to Pasquale Yacovelli Email: [smcguinness@pemb.org](mailto:smcguinness@pemb.org) • Phone: 609-893-8141 ext. 1004