Passaic County Technical Institute
45 Reinhardt Road, Wayne, NJ 07470
Telephone (973) 790-6000

PERMIT NUMBER

NAME OF ORGANIZATION			PHONE NO.	DATE	DATE OF ACTIVITY
STREET			SCHOOL OR LOCATION		ADMISSION CHARGED
TOWN	STATE	ZIPCODE	AREA REQUESTED		ATTENDANCE EXPECTED
TYPE OF ORGANIZATION					TIME OF ACTIVITY FROM TO
TYPE OF ACTIVITY PLANNED					ACCESS TO BUILDING FROM TO

DETAILS OF REQUEST INCLUDING EQUIPMENT NEEDED

1. The use of any school property will be subject to the general regulations governing the use of school facilities.

2. Any permit for the use of school property is subject to cancellation at any time by the Board of Education.

3. Proof of liability insurance holding the Board of Education harmless and free from any loss, damage or injury to any individual or property must be provided no later than 14 days prior to date of activity.

_____
SIGNITURE OF APPLICANT

_____
OFFICIAL POSITION OF APPLICANT

_____
PHONE NUMBER OF APPLICANT

FOR BOARD USE ONLY

$_____ _____ **BY**_____
RENTAL FEE **DATE OF APPROVAL** **AUTHORIZED SIGNITURE**

Audio Visual Equipment and Services

PCTI Maintenance and Telecommunication Departments may be able to provide Audio Visual Equipment and/or Services for your event. Check below the item(s) requested and contact the appropriate department well in advance of your event.

Maintenance Department
(973) 389-4292

__ Lighting technician for Auditorium
__Overhead projector
__Podium
__Portable Screen
__Retractable Screen in the Auditorium
__Sound technician
__Taper deck service in the Auditorium Projector Room
__VCR / Monitor
__Projector VCR for Auditorium
__Wire and Wireless Microphones

Telecommunication Department
(973) 389-4261

__Video taping a program

Bill Vacca – Coordinator of Facilities
Phone: (973) 389-2032
Fax: (973) 389-4399
Email: wvacca@pcti.tec.nj.us

WHTIE-OFFICE, YELLOW-BUSINESS ADMINISTRATOR, PINK-CUSTODIAN SUPERVISOR, BLUE-PRINCIPAL
GREEN-AUTHENTIC DIRECTORS FILE COPY, GOLD-BOARD SECRETARY
NOTE: PLEASE PRESS HARD OR TYPE OUTSIDE ORGANIZATION PLEASE SIGN REVERSE SIDE