

# School Gymnasium Facility Reservation Form

Use this **school gymnasium facility reservation form** sample to efficiently book gym space for events and activities. The form ensures clear communication of scheduling details and requirements. Simplify your reservation process with this easy-to-use template.

## Organization / Individual Name

## Contact Person

## Contact Email

## Contact Phone

## Event Name/Description

## Date of Reservation

## Start Time

## End Time

## Expected Number of Participants

## Equipment Needed (if any)

e.g., basketballs, volleyball nets, sound system

## Additional Requests/Notes

**Submit Reservation**