

School Activity and Facility Use Request

This form must be completed in its entirety (including ALL approval signatures)
10 (ten) school days before the requested activity date.

1. General Information

Date(s) of Activity: _____ Alternate Dates: _____
 Location of Activity: _____ Alternate Location: _____
 Description of Activity: _____
 Name of person making this request: _____ email: _____
 Staff Supervisor(s) of Activity (if different than above): _____
 Staff Supervisor (s) Signature: _____
 Additional Chaperones (You need 1 chaperone for every 50 people – attach a separate sheet, if necessary):
 Name: _____ Signature: _____
 Name: _____ Signature: _____
 Administrator (if required): _____ Signature: _____

2. Time of Activity: List the start and stop time of the activity on the appropriate line

Before School: _____ Lunch: _____
 During School: _____ After School: _____
 Break: _____ Weekend/Holiday: _____
 A+/Advisory: _____ Summer: _____

3. Tech Equipment Needs:

Please note that you are responsible for obtaining, setting up and returning all equipment

Print name: _____ signature: _____

Admin. Technology Cart (Projector + Sound System) Leadership Sound System
 Krystal Cousins or Danielle Contreras (Administration): _____ Shawna Hettrich (Leadership/Activities Director): _____
 _____ (prior approval needed) _____ (prior approval needed)

4. Set Up: (check all that apply)

Unlock Room/Facility _____ at _____ am/pm and lock up at _____ am/pm.
 Bathrooms opened. Specify: _____
 Bleachers pulled out (Pfeiffer Gym) Folding Benches (Pavilion) How many: _____
 Chairs How many: _____ Tables How many: _____
 Podium Garbage Cans: How many _____
 Diagram of arrangement requested attached Clean-Up Responsibility: _____

5. Location of Activity and Clearance Signatures

Check all that apply	ROOMS	REQUIRED SIGNATURES	SIGNATURE
	Pfeiffer Gym Time allowed to enter: _____	Athletic Director: Mike Boles (any non-school time)	
		PE Chair: Dennis Housman (during school day)	
	Golton Hall Time allowed to enter: _____	Athletic Director: Mike Boles (any non-school time)	
		PE Chair: Dennis Housman (during school day)	
		Dance Teacher: Meredith Regan (for all request times)	
	Pavilion Time allowed to enter: _____	Athletic Director: Mike Boles (any non-school time)	
		PE Chair: Dennis Housman (during school day)	
	Fields & Outdoor Courts	Athletic Director: Mike Boles (any non-school time)	
		PE Chair: Dennis Housman (during school day)	
	Little Theater	Drama Teacher: Jane Martin	
	Library: _____	Librarian: Janet Hansen	
	Classroom: _____	Assigned Teacher: _____	
	Other: _____		

6. Additional Forms/Actions needed:

- Is this a Senior Project? YES NO If yes, signature of Senior Project Coordinator required (see below)
- Is this a Fundraising Event? YES NO If yes, attach REQUEST TO FUNDRAISE

7. Mandatory Clearance Signatures

Bryan Kelly, Senior Project Coordinator (for Senior Project Events ONLY): _____

Jo Fichtenberg, Student Activities Office (Facilities Use Coordinator): _____

Shawna Hettrich, Vice Principal (Student Activities): _____

Reed Hewitt, Student ASB Activities Director: _____

Notes (office use only):