

## GHS Activities/Facilities Request- Guidelines and Procedures

1. Requests must be submitted to the Activities Office 1 weeks prior to event date.
2. The Administrator in Charge of Activities and Facilities must approve the Activity/Facility Request Form to event date.
3. The "Advisor in Charge" is responsible for set up, clean-up, and gaining access to the facility:
  - The facility used for the event must be placed back in its original state, IE: tables and chairs put away, trash picked up, etc.
  - Please communicate with custodian for clean-up instructions, specific needs, etc
  - For facility access prior to event, please coordinate with an Administrator or Custodian to gain Sonitrol codes, or get keys to access facility during non-business hours.
4. After the Administrator approves the request, it is the Advisors responsibility to make all necessary arrangements with contacts at least 48 hours prior to your planned event.

Facility	Contact	Special Needs/Equipment
Career Center	Danielle Watson x3520	
Custodian	Raul Cuadro x3572	Tables, chairs, microphone, custodial needs, etc.
Fields	David Moore x3636	
Library	Denise Roberts x3523	
Main & Small Gym	David Moore x3636	
Sound System	Tiffany Gatehouse x3567	
Technical Support	Matt Lampell x3524	Video, computer, projector, etc
Theatre	Jeffery Watts x3583 Matt Lampell x3524	Microphone, speakers, podium, theatre screen, etc.
Snack Shack	Jim Travis <hr/> Supporters	1) Fill out Activity/Facility Request in the Activities office  2) Please contact Supporters for Coordination dates/hours and set up.
For ALL Locations	Kristin Lenzion x3676	<ul style="list-style-type: none"> <li>• Check calendar</li> <li>• Gains admin approval</li> <li>• Posts on the hard calendar and the on-line calendar</li> <li>• E-mails approved/denied requests to associated contacts</li> </ul>

# Activity/Facility Request Form

All Activity/ Facility requests must be turned in 2 weeks  
Before the requested activity

This activity will be run through:

ASB

Supporters

Date Submitted to Student Services: \_\_\_\_\_

Person/Group Requesting Activity: \_\_\_\_\_

Advisor Approval: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Activity Title: \_\_\_\_\_

Description of Activity: \_\_\_\_\_

Date(s) of Activity: \_\_\_\_\_

Activity Start & End Time: \_\_\_\_\_

• Set-Up Time: \_\_\_\_\_

• Clean-Up Time: \_\_\_\_\_

## Location/Facility of Activity

Football/Track

Large Gym

Small Gym

Leadership

Library

Library Conference Room (MM4)

Little Theater

Quad

Science Staff Room

Student Union

Other

## Purpose of Activity

Community Service

Fundraiser

School Spirit

Sport

Staff Event

Administrative

Other \_\_\_\_\_

Custodial Needed  Yes  No

**If no, please be aware the organization is responsible for all set up and cleanup. If a custodian has to come in and clean, the organization will be charged for the custodial time**

Custodial Notes/Special Instructions/Equipment: \_\_\_\_\_

Administrator Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Athletic Director Approval: \_\_\_\_\_

Date: \_\_\_\_\_

ASB Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Denied: \_\_\_\_\_

Date: \_\_\_\_\_