

Door Setting Requests

If you are sponsoring an event that requires any of our security doors to be opened for a specific length of time, we are asking that you fill out the following form and put it in the designated folder by the mail boxes. The form needs to be turned in no later than by **NOON** on the **FRIDAY PRIOR TO THE WEEK OF THE EVENT.**

Name of Person Requesting: _____

Date(s) of the event: _____

Times the doors need to be opened: _____

Which doors do you need opened? (Please circle all that apply):

North Vestibules (by gyms)	East Side (by boys locker room)	Main Vestibules (by offices)
Elementary Vestibules (by library)	Kitchen Door (between gym and lunchroom)	Blue Gym
Gold gym	South Door (by preschool)	Weight Room

Description of Event:

Supervisor / Person Responsible for Event: _____

Signature: _____ **Date:** _____
(Person making the request)

Signature: _____ **Date:** _____
(Person setting the doors)