

School Use / Activity Request / Admin Building Use

Group: _____ **Date of Event:** _____

Times: _____ **Sponsors:** _____

Facility / Room Location / Admin Building: _____

Technology Needs: _____

Special Requests: _____

Description of Event: _____

Students Participating: _____

Sponsor Signature: _____ **Date:** _____

Principal Signature: _____ **Date:** _____

Facilities Signature: _____ **Date:** _____

Technology Signature: _____ **Date:** _____

NOTE: Activity/Event will only happen with all required signatures. Signatures must be obtained 2 weeks before event. Sponsor must be present for entire event, including setup and cleanup. Sponsor will receive a copy of the form once the event has been approved. Certain events may require an on-site custodian and a fee to cover custodian wages and/or building use. Insurance may also be required depending on event.