Noncurriculum-Related Student Groups

Pursuant to Board Policy 122.3, students requesting to use school facilities must file this completed form with the building administrator prior to meeting on school property for noncurriculum purposes. This form is to be completed annually or upon change in the student group's student representative or employee monitor.

Student groups are expected to return the room(s), including furniture, to its original condition and configuration after each use. The contents of assigned room(s) are the private property of the school. Seven (7) days prior to any meeting, the requesting student must give the building administrator the name of anyone attending the meeting who is neither a student nor a school staff member. When a copy of this form is returned with the necessary approval signatures, the group may begin its activities.

Section A: **For Office Use Only** - *To be completed by office staff upon student filing.*

Date of Filling: _____ School Year: _____
Building: _____ Building Administrator: _____

Section B: **Student Representative** - *To be completed by founding student.*

Student Group Name: _____
Student Representative: _____
Are you the founding student representative? ☐ Yes ☐ No
Contact Number(s): (____)_____-_____; (____)_____-_____
Students Officers & Titles: _____
(if any) _____
_____

Description/Purpose of Activity: _____

Will nonschool individuals direct, conduct, control or regularly attend meetings? ☐ Yes ☐ No

If yes, please explain:_____

Will decorations be used? _ (blank) If yes, how will they be affixed?_____

Materials to be brought into/near building (be specific): _____

Material: _____
Purpose: _____

Activity Date(s): _____

Start Time: _____ End Time: _____

How will students attending the meeting(s) be made aware that student discipline rules apply during the meeting and at all times while on school property?

☐ They will be told by the student signing this form.
☐ They will receive a written explanation.
☐ Other: _____

Desired Meeting Locations: (1)_____
(please list two preferences: (2)_____

I have read and agree to abide by the school facilities-use policies and administrative regulations for students groups. I understand that a violation of these rules by any member of this student group may result in revocation of individual of whole group permission to use school facilities during non-instructional times.

Signature: _____ Date: _____
(Student Representative)

Section C: **Employee Monitor** - *To be completed by voluntary monitor.*

Employee Monitor Name: _____

I voluntarily agree to monitor this noncurriculum-related student group at its meetings and activities on school grounds. I understand that an employee monitor is to attend students student meetings and activities in a non-participatory capacity and my role is to maintain order and protect school property.

Signature: _____ Date: _____
(Employee Monitor)

Section D: **Building Admnistrator** - *To be completed by building administrator.*

Student's identification was verified by: _____

The above student group meeting request is: ☐ **approved** ☐ **denied for failure to follow group rules, regulations or procedures.**

Assigned meeting location (subject to availibility): _____

Signature: _____ Date: _____
(Building Admnistrator)

© 2025 PSBA