

ALSEA ACTIVITY FORM

Requests for activities and/or facility usage should be made two weeks prior to the event date.

Fill in all applicable responses and submit the completed form to the High School Office.

Contact Person: _____

Today's Date: _____

Advisor Signature: _____

Activity you are proposing: (Please circle all that apply)

FUNDRAISER

CLASS

GROUP ACTIVITY

Group: _____

Facility Requested: (Gym, Play Shed, Library, etc.) _____

Description of Event: _____

Group Invited: _____

Cost to Participate: _____

Facility Usage:

(District Policy requires non-school groups to complete a Facilities Usage Agreement and submit it with this form. Please ask the High School Office Secretary for details.)

Date(s) Facility Needed: _____

Time Facility Needed: _____

Community Announcement/Notification:

(Notification requests subject to space availability and publication deadlines. Upon approval, submit announcements to High School Office. Please circle all that apply)

Daily Bulletin

Weekly Bulletin

Marquee

Office Use Only:

Athletic Director: _____ APPROVED DENIED

Facilities Available: YES NO Alternate Date: _____

Dates open for Activity: YES NO Alternate Date: _____

Fundraiser meets guidelines: YES NO

Special instructions/notes: _____

Maintenance Supervisor: _____ APPROVED DENIED

Facilities Available/Arrangements Satisfactory: YES NO

Office Manager: APPROVED DENIED (notes) _____

Administrator Approval: APPROVED DENIED Signature: _____

Special Instructions: _____