**S.P. WALTRIP HIGH SCHOOL**

**BUILDING REQUEST FORM**

**Name of Event:**

Date of Event: ________________________________

Start Time: _______________ End Time: _______________

Number of Expected Guest/Participants: _______________

**Preparation Time:**

Date(s)Needed: ________________________________

Start Time: _______________ End Time: _______________

**Description of Event:**

__________________________________________________________________________________________

**Is this event a fundraiser?**

☐ Yes, Amount per Ticket: ________________________________

Date of Written Approval: ________________________________

☐ No

**Requested Areas**

- **Large Spaces:**
  - ☐ Cafeteria
  - ☐ Auditorium
  - ☐ Library

- **Athletic Fields:** *(Campus Athletic Coordinator Clearance Required)*
  - Outside Fields:
    - ☐ Baseball Field
    - ☐ Football Field
    - ☐ Tennis Court
    - ☐ Softball Field

- **Indoor Spaces:**
  - ☐ Competition Gym
  - ☐ Pool
  - ☐ Practice Gym

- **Outside Spaces:**
  - ☐ Back Parking Lot
  - ☐ Main Parking Lot
  - ☐ Fenced in Picnic Area
  - ☐ Student Parking Lot
  - ☐ Front of School (Flagpole)

**Classrooms/Other Spaces Requested:**

☐ First Floor: # of Rms. ________ ☐ Second Floor: # of Rms. ________ ☐ Third Floor: # of Rms. ________

Other Space: ____________________________________________________________

**Technology Needs:**

☐ Microphone

☐ Data Projector

☐ Projection Screen

☐ Smartboard

Other Items: ____________________________________________________________

**Extra Campus Support:**

☐ Event Aide

☐ Auditorium Lights & Sound Tech

☐ Police Officer(s)

**Primary Contact for Request:**

Name and Title: _______________________________________________________

Email: ______________________________________________________________

Phone Number/Ext: __________________________________________________

Please INITIAL acknowledging the following statements:

I understand that I could incur a fee for replacement of supplies, to maintain and return the building to its original condition. If I have any questions about this, I can contact Mrs. Barley for staff needed and the cost.

I understand that I could incur a fee for police during your event. If I have any questions about this, I can contact Mrs. Barley for staff needed and the cost.

**For Office Use Only:**

Custodial: ________ x $ ________

Police: ________ x $ ________

Replacement Supplies: $ ________

Extra Support: ________ x $ ________

☐ Approved  ☐ Denied  Reason: __________________________________________

Administrator’s Signature _____________________________ Date _______________  Event A.O. D. ____________________________