

Date Submitted: _____

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*)

Outdoor 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.