

**S. P. WALTRIP HIGH SCHOOL
BUILDING REQUEST FORM**

Date Submitted _____

Name of Event: _____

Date of Event: _____

Start Time: _____ End Time: _____

Number of Expected Guests/Participants: _____

Preparation Time:

Date(s) Needed: _____

Start Time: _____ End Time: _____

Description of Event:

Is this event a fundraiser? No Yes, Amount per Ticket: _____

Date of Written Approval: _____

Requested Areas

Large Spaces:

Cafeteria Auditorium Library

Athletic Fields:

Baseball Field Pool Tennis Court
 Competition Gym Practice Gym
 Football Field Softball Field

Outside Spaces:

Back Parking Lot Main Parking Lot Fenced in Picnic Area
 Student Parking Lot Front of School

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

Extra Campus Support: (Extra Fee)

Event Aide Auditorium Lights and Sound Tech Police Officer

Primary Contact for Request

Name and Title: _____

Email: _____

Phone Number: _____

Please **INITIAL** acknowledging the following statements.

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

On Duty