

KELLY WALSH HIGH SCHOOL BUILDING USE REQUEST FORM

Outside Groups: Please check in at the office upon your arrival (during school hours)

Date of Request: 8/18/16 Date(s) of Building Use: 4/7/17
 Time(s) of Building Use: _____ Time(s) of Activity: 1:30 Rehearsal
6:30 Play

Group or Organization Using Building: Southridge

Reason for Building Use:

Meetings Banquet Dance Practices Games Music Production
 Drama Production Fund Raising Activity Voting Poll Registration
 Rehearsal Other _____

Requested Area(s)

Cafeteria Kitchen Auditorium Music Rooms Library Staff Center
 Conference Room Main Gym Auxiliary Gym Stadium Cafeteria
 Kitchen Auditorium Music Rooms Library Wrestling Room
 Practice Fields Weight Room Shops Computer Labs Green Area
 Classroom(s) _____ Other _____

Does Facility need to be opened? Yes No Time _____ AM-PM
 Does Facility need to be locked after use? Yes No Time _____ AM-PM
 Is this function open to the Public? Yes No
 Will Admission be charged? Yes No NA Amount \$ _____
 How many people will be in attendance? Less than 50 Less than 100 More than 100
 Will food or beverages be (sold) (provided) at this activity? Yes No

General Equipment needed:

Microphone(s) # _____ Podium *Piano Shell Risers VCR/DVD/TV
 Tables # _____ Chairs # _____ VCR Player DVD Player Projector Screen
 Overhead Projector Digital Projector Other _____

Is special lighting and sound necessary for this function? Yes No

If yes, and your activity is in the Auditorium you must contact Mr. Mike Stedille for these arrangements at 233-2046

Will this function have adult supervision? Yes No NA How many? _____

List person(s) who will be in charge of this activity: Doug Smith

Address _____ City _____ State _____ Zip _____ Telephone Number _____

Applicant's Signature _____ Activities Director Signature _____

CC: Activities Office Person Requesting Custodian Principal
 _____ Dept. Cafeteria Auditorium Tech _____