

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: 7-22-19

Date(s) of Building Use: 8-23-19

Time(s) of Building Use: 8-10am

Time(s) of Activity: Morning

Group or Organization Using Building: Teachers

8-10:30

Reason for Building Use:

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

w/ Freshman parents

Requested Area(s):

Auditorium Music Rooms Library Staff Lunch Room Pool
Conference Room Main Gym Auxiliary Gym Stadium Press Box
Wrestling Room Weight Room Main Commons Cafeteria Commons
Grand Staircase ROTC Room Team Room Underground Track
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 Freshman parents

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:

* Tuning Fee may be applicable

Microphone(s) # 1 Podium *Piano Shell Risers Tables # _____
Chairs # _____ Projector-Screen 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. Dustin Jones for these arrangements at 253-2000

Will this function have adult supervision? Yes No NA How many? 5

List person(s) who will be in charge of this activity: Mike Britt - Jill Thompson

Address _____ City _____ State _____

Zip _____

Telephone Number _____

Jill Thompson
Applicant's Signature

307-259-0122
Activities Director Signature

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