

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: 5-1-19 **Date(s) of Building Use:** 8-23-19

Time(s) of Building Use: 7:30am - 12:00pm **Time(s) of Activity:** 8:00 - 12:00pm

Group or Organization Using Building: Health and Hearing Screenings

Reason for Building Use:

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

Requested Area(s):

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

Auditorium and Auditorium Hallway -
(Hearing) (Health)

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:

* Tuning Fee may be applicable

Microphone(s) # _____ Podium *Piano Shell Risers VCR/DVD/TV
Tables # 14 Chairs # 20 VCR Player DVD Player Projector Screen Overhead
Projector Digital Projector Other _____
2 per table

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

If yes, and your activity is in the Auditorium you must contact Mr. Lorenzo Maffin for these arrangements at 253-2122

Will this function have adult supervision? Yes No NA **How many?** 2+

List person(s) who will be in charge of this activity: Marla Rote - School Nurse

Marla Rote - School Nurse
Applicant's Signature

Alicia K Carlson
Activities Signature

CC: Activities Office Person Requesting Custodian Principal

_____ Dept. Cafeteria Auditorium Tech _____

Revised 08/22/11

* need to close curtains on Auditorium Stage -
* need 2 extension cords if possible

> Thanks -