

# 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:** 5-2-19 **Date(s) of Building Use:** 5-7-19

**Time(s) of Building Use:** 10:30 am - 12:00 pm **Time(s) of Activity:** 10:30 am - 12:00 pm

**Group or Organization Using Building:** Chama AP registration

**Reason for Building Use:**

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

AP test registration

**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) 2342 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:**

\* Tuning Fee may be applicable

Microphone(s) # \_\_\_\_\_ Podium \*Piano Shell Risers VCR/DVD/TV  
Tables # \_\_\_\_\_ Chairs # \_\_\_\_\_ VCR Player DVD Player Projector Screen Overhead  
Projector Digital Projector Other NONE

**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?** \_\_\_\_\_

**List person(s) who will be in charge of this activity:** Manal Chama

[Signature]

Applicant's Signature

Alicia K Carlson

Activities Signature

CC:  Activities Office  Person Requesting  Custodian  Principal

\_\_\_\_\_ Dept.  Cafeteria  Auditorium Tech  \_\_\_\_\_