



# PARISH HILL MIDDLE HIGH SCHOOL BUILDING USE FORM

THIS FORM SHOULD BE COMPLETED AND SUBMITTED TO THE ASSISTANT PRINCIPAL AT LEAST ONE WEEK PRIOR TO THE ACTIVITY. (Please see other side)

Request submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Group Sponsoring Event: _____
Type of Event: _____
Date of Event: _____ Time of Event: From _____ to _____
Area to be in Use: _____

*The activity advisor and chaperones must be present for the entire event. If it is not possible for a particular chaperone to do this, that person must contact the advisor so that alternative arrangements can be made.*

Chaperone's Signature	Student Host/Clean-up Committee

### **REQUIRED APPROVAL SIGNATURES:**

\_\_\_\_\_ DATE: \_\_\_\_\_  
(Advisor/Coordinator Signature)

\_\_\_\_\_ DATE: \_\_\_\_\_  
(Administration Signature)

\_\_\_\_\_ DATE: \_\_\_\_\_  
(Custodian Signature)

\_\_\_\_\_ DATE: \_\_\_\_\_  
(Athletic Director Signature, if applicable)

\_\_\_\_\_ DATE: \_\_\_\_\_  
(Café Director Signature, if applicable)

\_\_\_\_\_ DATE: \_\_\_\_\_  
(Auditorium Needed – Band Director notified)

\_\_\_\_\_ DATE: \_\_\_\_\_  
(Library Needed – Librarian notified)

\_\_\_\_\_ DATE: \_\_\_\_\_  
(IT Signature, if applicable)

*In the event there is a last minute need to cancel the event (such as inclement weather, etc.), **the advisor in charge**, after consultation with administration, must make the decision and notify local radio stations before the scheduled start of the event.*

**Auditorium Use Information:**

Wall on stage: OPEN CLOSED

Curtain operator needed? YES NO

Lights for seating area Podium Lights on stage

Microphone(s):  Wireless # \_\_\_\_\_  Floor Standing # \_\_\_\_\_  Table Top # \_\_\_\_\_

**Equipment & Sound Requirements:**

CD/DVD Player Projection Laptop

Smart Board Speakers

**Gymnasium Requirements:**

Gym floor protective covering Bleachers in Bleachers out

**Cafeteria Requirements:**

Cafeteria tables removed Access to kitchen needed

**Library Requirements:**

Library tables/furniture moved Access to Media Room

**Tables (add more lines as needed):**

Type\_\_\_\_\_Size\_\_\_\_\_Quantity\_\_\_\_\_

Type\_\_\_\_\_Size\_\_\_\_\_Quantity\_\_\_\_\_

Type\_\_\_\_\_Size\_\_\_\_\_Quantity\_\_\_\_\_

**Please make a rough sketch below of how you would like your set-up to look (attach sheets as needed):**