

# Event Permission Form

Name of Event \_\_\_\_\_

Name of sponsor group hosting event \_\_\_\_\_

Date of Event \_\_\_\_/\_\_\_\_/\_\_\_\_ Start Time: \_\_\_\_\_ Setup: \_\_\_\_\_ End: \_\_\_\_\_

Facility to be used (check more than one if applies).

Classroom \_\_\_\_\_ Cafeteria \_\_\_\_\_ Stage \_\_\_\_\_ Gymnasium \_\_\_\_\_

Locker room \_\_\_\_\_ Hallways \_\_\_\_\_ Computer room \_\_\_\_\_ Other \_\_\_\_\_

Is setup needed? \_\_ Yes \_\_ No What? \_\_\_\_\_

Number of people attending \_\_\_\_\_

Who is the adult responsible? \_\_\_\_\_

(They must be present and in attendance at the event.)

Who is the student leader that is responsible? \_\_\_\_\_

Additional adult supervisors that will be present

\* \_\_\_\_\_

\* \_\_\_\_\_

\* \_\_\_\_\_

\* \_\_\_\_\_

Class Advisors approval (signature) \_\_\_\_\_ date \_\_\_\_\_

Facility Use Approval (signature) \_\_\_\_\_ date \_\_\_\_\_

Custodian Approval (signature) \_\_\_\_\_ date \_\_\_\_\_

Administrator Approval (signature) \_\_\_\_\_ date \_\_\_\_\_

**NOTE: All signatures and completed form must be turned into the principal before the request is granted.**