

ACTIVITY REQUEST

ACTIVITY DATE _____ ACTIVITY _____

SET UP TIME: _____

EVENT START TIME: _____

EVENT END TIME: _____

TEAR DOWN TIME: _____

RECURRING EVENT: FROM _____

TO _____

AREA(S) REQUESTED:

- BIG GYM
- LITTLE GYM
- LOCKER ROOMS
- ALL PURPOSE ROOM
- KITCHEN
- CLASSROOM _____
- BALL FIELDS _____
- OTHER _____

OTHER ITEMS NEEDED:

- TABLES # _____
- CHAIRS # _____
- VB NET SYSTEM
- SCORERS TABLE/BOX
- PLAYERS CHAIRS
- BLEACHERS LARGE
- BLEACHERS STAGE
- CHAIR RISERS
- LUNCH TABLES
- SOUND SYSTEM
- CONCESSION STAND
- OTHER _____

Will school staff be needed? (3 Hour minimum)

- Before
- During
- After
- No. The sponsor will be responsible for cleaning bathrooms, sweeping common areas affected and mopping when needed, and taking out trash. The sponsor is responsible for securing of all doors at the end of the event. During the event the sponsor will insure the participants stay in the requested area. Liberty School will attempt to lock and barricade some areas but cannot guarantee people entering in areas of the building not approved.

If additional Liability is needed the sponsor will need to complete a Facility Use Agreement.

Sponsor _____

Telephone # _____

Signature of Principal _____

Additional Liability needed: ___Yes ___No

If additional liability is needed the sponsor will need to complete a Facility Use Agreement.

Signature of Athletic Director if Gym, Cafeteria or Ball Fields are requested _____