

ACTIVITY REQUEST

ACTIVITY DATE _____
SET UP TIME _____
EVENT START TIME _____
EVENT END TIME _____
TEAR DOWN TIME _____

ACTIVITY _____

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 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.

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 _____