

Please review the JGHS Calendar at www.jghs.org to verify that the facility is not already in use. MPR is used daily for breakfast and lunch and gym is used for P.E. all day.

ACTIVITY CALENDAR/FACILITY REQUEST

All requests MUST be approved 2 weeks in advance! District Calendared: _____

Date Submitted: _____

JGHS Calendared: _____

Event Name: _____ Event Date: _____ Time: _____ to _____
a.m./p.m. a.m./p.m.

Location: _____ Sponsoring Group: _____

Name: _____ Contact Number: _____

Adult Supervisors: 1. _____ 2. _____

Admission Price (if applicable) _____

Description and purpose of the event: _____

Security Needed? YES # _____ NO Custodian Needed? YES # _____ NO
(If outside of regular school hours, how will these people be paid? _____)

EQUIPMENT REQUEST (Please indicate amounts):

Bleachers: _____
Chairs: _____ (we only have 100 on site)
Flags: _____
PA system: _____
Podium: _____
Restrooms open: _____
Screens: _____
Tables : _____ (we only have 20 on site)
Cafeteria Tables: _____
Trash cans: _____
OTHER: _____

TRUCKING REQUEST - Please see Maria or Angela to order

Chairs: _____ (if you need more than 100)
Tables: _____ (if you need more than 20)
Risers: _____

Set up time: _____ a.m./p.m Break-down time: _____ a.m./p.m.

APPROVED: _____/DATE: _____ APPROVED: _____/DATE: _____ APPROVED: _____/DATE: _____
Student Activities Director Director of Activities Administrator

Denied by: _____ Reason: _____

IMPORTANT: If your activity takes place outside of normal school days/hours (i.e. Saturday), please also submit a Facilities Request Form– Submit to Principal's Secretary.

WHITE- FINANCE

CANARY- Custodian

PINK – Advisor