



MVHS Activity|Calendar Request

Must be submitted **TWO weeks prior** to event

ASB Approvals are held Every Wednesday

For Office Use ONLY

USE PEN ONLY AND PRESS HARD! (MULTIPLE COPIES)

Date Copy sent to Facilities: _____

*EMAIL A DESCRIPTION OF THIS EVENT TO THE ASSISTANT PRINCIPAL OF ACTIVITIES & THEIR ASSISTANT.

Date(s) of Event: _____ **Circle Day of Week:** Sun Mon Tue Wed Th Fri Sat
(PLEASE USE SEPARATE ACTIVITY REQUEST FOR EACH DAY OF EVENT)

Name of Event: _____ **Attendance Expected:** _____

Date Submitted: _____ **Submitted by:** _____

Organization/Club: _____ **Contact Email:** _____

Facility Desired: GYM-auxiliary Gym-large Gym-small SSB Dining Hall SSB Foyer SSB Patio
 Football Field Grass Fields QUAD-Main QUAD-Science Kitchen
 Classroom (list room(s)) _____ Library Theater (required): attach Theater Use Form

Other Facility(s) (please specify or attach separate sheet): _____

Equipment Needed: Tables (#) _____ Chairs (#) _____ Sound System Screen Projector
 Additional Equipment: _____

CASH BOX - Ticket Prices: _____ **Who will pick up box from Finance Office?** _____

Check here for Fundraisers, Donation Drives, Sales, etc., (You must attach a Fundraiser Form & Food Services Approval)

↓ PLEASE PROVIDE A DIAGRAM IN THE BOX BELOW OF LAYOUT FOR CUSTODIAL ASSISTANCE:

Date of Event: _____

Start Time: _____

Set Up Time: _____

Clean Up Time: _____

Custodial: circle Yes or No (4 hour minimum)

Custodial Start Time: _____ **End Time:** _____

Appropriate Sign off for Facility Use:

Gym/Fields Use (during the school day), Physical Education Coordinator: _____ Kitchen Use, Food Services Coordinator: _____

Gym/Fields Use (after the school day), Athletic Director: _____ Library Use, Librarian: _____

Advisor/Responsible Party's Name _____

Signature _____

Phone Number _____

FOR OFFICE USE

Activities Calendar: _____ **Approved** _____ **Denied / Conflict :** Next Available Date: _____

Facilities Calendar: _____ **Approved** _____ **Denied / Conflict :** Next Available Date: _____

AP Approval for custodial: _____ **Custodial Denied / Conflict :** Next Available Date: _____

Custodial Rate: _____

AP Approval: _____

ASB Approval: _____

AP Approval: _____