



# 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: of Event: \_\_\_\_\_

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: \_\_\_\_\_

ASB Approval: \_\_\_\_\_

AP Approval: \_\_\_\_\_

DISTRIBUTION: WHITE - ACTIVITIES

CANARY - ORIGINATOR

PINK - CUSTODIAL/FACILITIES