WESD FACILITIES REQUEST FORM FOR IN-HOUSE SCHOOL EVENTS

This form must be completed to place any activity on a School's Master Calendar. It must be submitted to the site principal at least one week prior to the date of the proposed activity. However, the earlier an activity request is submitted, the better. All activities must be placed on the calendar. Non-school-related / out-house activities require the use of the WESD Facility Use Permit (which can be obtained on the District website or at the District Office).

School Site Requested: ☐ J.X. Wilson ☐ Robert L. Stevens ☐ Wright Charter

Requested by:

_____ _____ _____

Name Email Address Phone Number

Organization (if applicable): _____ Date submitted: _____

Description of activity:

_____

_____

Date(s) & Times: _____

Location requested: _____

School equipment needed: _____

Set up/custodial support needed: _____

Will the time of the event(s) impact the normal bell schedule? Yes ☐ No ☐

Will meal schedule be affected? Yes ☐ No ☐

If so, how: _____

Admission requirements (if applicable): _____

For School Use Only

☐ Approved

☐ Denied Reason: _____

_____ _____

Principal Signature Date

☐ Calendar ☐ Original on file ☐ Copy to requestor

Set up: ☐ Custodian contacted (if applicable) ☐ IT contacted (if applicable)