Canyon High School
In-House Use of Facility Request

- Please allow 15 days for processing.
- Please complete this form in black ink and print legibly.
- Once this form is completed, please submit it to the AP Secretary for Curriculum and Instruction.
- Please complete this form if you are requesting to use CHS facilities between 7 a.m. and 3:30 p.m.
- This form must be completed by the club advisor, coach, or teacher if the request is made on behalf of a student group.

Applicant: _____ Today's Date: _____

Contact Information: _____ _____
Phone Number **Email Address**

Name of Teacher/Club Advisor:_____ Signature: _____

Name of Club/Group/Organization: _____

Type/Title of your Activity or Event: _____

Date of Activity/Event: _____ Time of Activity: From: _____ To: _____

Facility Requested: _____ Estimated Attendance: _____

If you are requesting to use an Athletic Facility, please be aware that if the Athletics Department has an unexpected need to use their facilities – their need will take priority over any scheduled group/event. If this occurs, we will attempt to contact you as soon as possible. To acknowledge you understand and accept this exception, please sign.

Signature: _____

If you are planning to use --

Any Athletics facility such as the Main or Small Gym, Pool, Field (Track, Baseball, or Football)	**Please see Tracy Emry in the Athletics Office. She will need to authorize use by signing this form before you can submit it to the AP Secretary.**
Cafeteria, Quad, front of the Main Gym, or a Classroom	**Please see Mrs. Alluis in the Counseling Office.**
The Library	**Please see Mrs. Fisher in the Library. She will need to authorize use by signing form before you can submit it to the AP Secretary.**

Custodians to open the building at: _____ To close the building at: _____

Please indicate equipment or special requests: _____

_____

If applicable, please attach a plan showing the desired furniture arrangement and the custodial staff will assist with the set up and clean-up of school equipment and furniture. Hourly custodial charges may be assessed for services during the week at or after 10 p.m. and will be assessed on the weekends.

***The organization sponsoring the activity is responsible for clean up immediately following the activity.**

****If requesting the Athletic Team Room, the group is responsible for set up and clean up for the event.**

Office Use Only

_____ Approved	_____ Denied	_____ Administrator	_____ Date
_____ Approved	_____ Denied	_____ Athletic Director / Librarian / AP Secretary	_____ Date
_____ Approved	_____ Denied	_____ Department Representative / Teacher - **Please indicate your title.**	_____ Date

Athletics Request received by: _____ Date: _____ Main Office received by: _____ Date: _____

Calendared: _____ AC WO: _____ Date to Silviano: _____

Silviano: