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.

		Today's Date:	
Contact Information:	Phone Number	Email Address	
lame of Teacher/Club Advi	isor:	Signature:	
ame of Club/Group/Organ	nization:		
		Time of Activity: From: To:	
		Estimated Attendance:	
se their facilities – their r	need will take priority ov	ease be aware that if the Athletics Department has an unexpected need er any scheduled group/event. If this occurs, we will attempt to contact tand and accept this exception, please sign. Signature:	
you are planning to use			
Any Athletics facility suc Gym, Pool, Field (Track,		Please see Tracy Emry in the Athletics Office. She will need to authoriuse 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. Sahli 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.	
ustodians to open the build	ding at:	To close the building at:	
	or special requests:		
lease indicate equipment o			
applicable, please attach a lean-up of school equipme .m. and will be assessed o *The organization	ent and furniture. Hourly on the weekends. sponsoring the activity is	d furniture arrangement and the custodial staff will assist with the set up and custodial charges may be assessed for services during the week at or after 1 responsible for clean up immediately following the activity. group is responsible for set up and clean up for the event.	
applicable, please attach a ean-up of school equipme m. and will be assessed o *The organization **If requesting the	ent and furniture. Hourly on the weekends. sponsoring the activity is	custodial charges may be assessed for services during the week at or after 1 responsible for clean up immediately following the activity.	
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applicable, please attach a lean-up of school equipme .m. and will be assessed o *The organization **If requesting the	ent and furniture. Hourly on the weekends. sponsoring the activity is Athletic Team Room, the	custodial charges may be assessed for services during the week at or after 1 responsible for clean up immediately following the activity. group is responsible for set up and clean up for the event.	
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