

Students - Request Form for Non-curricular Student Groups to Use School Facilities

Student groups are expected to return the room(s), including furniture, to its original condition and configuration after each use. The contents of assigned room(s) are the private property of the School District. Before any meeting, the requesting student must give the office the name of anyone attending the meeting who is neither a student nor a school staff member. When a copy of this form is returned to you with the necessary approval signatures, your group may begin its activities.

Return this form to the Building Principal for approval

Student's Name:		
Group's Name:		
Description/Purpose of Activity:		
Will non-school individuals direct, conduct, control, or regularly attend meetings?	<input type="checkbox"/> No <input type="checkbox"/> Yes	
Will decorations be used?	<input type="checkbox"/> No <input type="checkbox"/> Yes; how will they be affixed?	
Materials to be brought into/near building: (be specific)	Material: Purpose:	
Activity Date(s):	Start Time:	End Time:
How will students attending the meeting(s) be made aware that student discipline rules apply during the meeting and at all times while they are on school property?	<input type="checkbox"/> They will be told by the student signing this form. <input type="checkbox"/> They will receive a written explanation. <input type="checkbox"/> Other: _____	
<i>By signing this form, you agree to comply with the School District's policy and procedure on student use of school facilities.</i>		
Student's Signature:	Date:	

OFFICE USE ONLY

Date Request Received:	Date Approved:
Received By:	Approved By:
Room(s) Assigned:	Approval Signature:
Student's identification was verified by:	