

**CALENDAR ADDITIONS**

DATE \_\_\_\_\_ DAY OF EVENT \_\_\_\_\_

TIME: START \_\_\_\_\_ END \_\_\_\_\_

ROOM \_\_\_\_\_

EVENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

YOUR NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

For office use only: \_\_\_\_\_ Principal \_\_\_\_\_ Office Staff \_\_\_\_\_ Athletic Director  
\_\_\_\_\_ Transportation Sheet

**BIG GYM OR MULTI-PURPOSE GYM USE POLICY**

When using either the big gym or the multi-purpose gym, you must fill out the following information and return it to the main office at least 24 hours prior to the scheduled event. If you are unable to follow the guidelines, the gym use will not be granted.

NAME: \_\_\_\_\_ DAY OF EVENT \_\_\_\_\_

EVENT TITLE AND HELPFUL  
INFORMATION \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SPACE AND EQUIPMENT NEEDED (PLEASE CHECK ALL THAT APPLY)**

\_\_\_\_\_ Big Gym Only      \_\_\_\_\_ Full Stage      \_\_\_\_\_ Podium      \_\_\_\_\_ Microphone  
\_\_\_\_\_ Cordless Microphone      \_\_\_\_\_ Projector      \_\_\_\_\_ VHS Player      \_\_\_\_\_ DVD Player  
\_\_\_\_\_ Multi-purpose Gym Only      \_\_\_\_\_ Risers      \_\_\_\_\_ Chairs  
\_\_\_\_\_ Other (please list) \_\_\_\_\_

If anything needs to be moved, you must get permission and then move it back once you have finished. There will be times when the stage is not available because it may be set up for a production. Thank you.

For office use only: \_\_\_\_\_ Principal      \_\_\_\_\_ Office Staff      \_\_\_\_\_ Athletic Director

**TRANSPORTATION REQUEST FOR EXTRA-CURRICULAR ACTIVITY**

DATE: \_\_\_\_\_

DAY OF EVENT: \_\_\_\_\_

EVENT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

LOCATION OF THE EVENT: \_\_\_\_\_

\_\_\_\_\_

TIME: Leave Time: \_\_\_\_\_

Return Time: \_\_\_\_\_

REQUESTED BY \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

**FORM OF TRANSPORTATION:**

- Bus/es
- Mini-Bus
- Red Van
- Gray Van
- White Van

DRIVER SIGN-UP \_\_\_\_\_

SUB-DRIVER \_\_\_\_\_