

Activity Council and Facility Request

Date Submitted _____

Complete all information before submitting to Activities Council for approval.

All events and facility use require approval. **You can NOT be scheduled for events when school is not in session.**

The school calendar can be viewed at www.sjbosco.org

Name of person submitting request: _____ Phone # _____

E-Mail Address _____

Request submitted for: _____ Staff Sponsor Initials _____
Club, Committee, or Organization

How many students will be involved? _____ Which grade levels? _____

Location(s) Requested: _____ # of people expected at event: _____

Name of Event: _____ Date of Event _____

Type of Event _____

Purpose of Event: _____
Social, Charity, Fundraiser, Curriculum Enhancing

Description:

Describe Special Considerations: _____
Publicity, Permits, Security

Projected Income: _____ Projected Expenses: _____ Attach a preliminary budget if expenses are greater than \$400.

If income exceeds expenses, proceeds will benefit: _____

Person responsible for donation tracking and thank yous: _____ Phone# _____

Date: _____ Time: _____ End date: _____ Time: _____ Repeating event? _____

If this is a repeating event, please check appropriate box(es):

Daily
Every _____ days
Weekly on (circle): M T W TH F
every _____ weeks

on these weeks(circle): 1st 2nd 3rd 4th 5th
Monthly on the _____ (ordinal) _____ (day)
i.e 1st Friday
on the _____ (date) of the month
Other _____

Will event require use of SJB tables, desks or chairs? (circle) No Yes Specify type and quantity:

Is set-up required by SJB Maintenance? (circle) No Yes If yes, draw a diagram on back of page.

Person responsible for clean up: _____ Phone # _____

Activities Council Approval Y N If No, reason:

Principal Approval Y N If No, reason:

Added to Calendar on date: _____

Things to consider before deciding set up

All microphone jacks are on the East side of the MPR

The Kitchen Window is on the North side of the MPR

There are 2 sets of double doors and a big window on the South side of the MPR

There is a single door on the East wall and a fire exit only door on the West wall.

There are 30 cafeteria style tables that can be converted into 60 benches.

There are 250 chairs.

Is a microphone needed? _____

For MPR only:

N

Windows