

ON-GOING EVENT

San Diego City Schools
UNIVERSITY CITY HIGH SCHOOL

SITE USE ONLY:

RECEIVED: ___/___/___

Initials: _____

ACTIVITIES APPROVAL AND FACILITIES RESERVATIONS

Complete and return to Administrative Assistant no later than 1-month prior to the date of the activity.

EVENT: _____

Responsibilities of the staff sponsor include:

- A. Personal supervision of the activity, students, facilities, and equipment used.
- B. Security of the facility. This includes remaining to clear all students and guests from the facility, securing equipment, lightning, windows, doors, etc. and to ensure that all students and guests have left campus.
- C. Cleanup of facility. Leave in the same condition as when you arrived.
- D. Payment for custodial overtime will be the direct responsibility of the sponsor and will be made within five working days after custodial services have been rendered.

One-Day Event Date: ___ / ___ / ___

SUN MON TUE WED THU FRI SAT Early-Out

PERIOD(S): 1 2 3 4 5 6 LUNCH

Multi-Day Event Date: ___/___/___ - ___/___/___

Event Time: ___ : ___ AM/PM - ___ : ___ AM/PM

Set-Up Time (if needed): ___ / ___ : ___ / ___ AM/PM

*Fundraising Activities require completion of a Revenue Potential Test Form

Activity Sponsor's Signature: _____

Specify details of event if needed: _____

COMPLETE AND PRINT CLEARLY:

Date of Submittal: ___ / ___ / ___

Club/Organization: _____

Sponsor's Name: _____

Contact Number: ___ Cell Phone ___ Work ___ Home () _____ - _____ Ext _____

E-Mail Address: _____

FACILITY USE REQUEST (*All Athletic Facilities needs prior approval from Athletic Director):

Room #:	Activity Room	Parking Lot
*Gymnasium (1,034 Seats)	Media Center	*Stadium/Football Field
Auditorium (334 Seats)	Front of Media Center	*Concession Stand
Mini-Theater (78 Seats)	Quad	
OTHER:		

SET-UP:

# of Seats	# of Tables	Other (Specify):
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AV EQUIPMENT:

Microphone (Indicate #)	Projector	Laptop	TV/DVD	Other (specify)
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*Access to Sound Booth and Special Lighting must be arranged through the Drama Department in advance.

CUSTODIAL SERVICES (Custodial hourly rate is approximately \$30.00) *1- Hour Custodial overtime required for Gym

# of Custodians	Source of funding:
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SUPERVISION:

# of Supervision	Source of funding:
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***** OFFICE USE ONLY *****

Approval & Distribution Process:

Admin Meeting:

Advisor/Sponsor	POS/Custodial	Admin Asst.	
Athletic Director (McLaughlin) Signature Approval:		Administrator	
Media Center (Hurwitz) Signature Approval:		Finance	
Auditorium (Brown) Signature Approval:		Other:	

APPROVED
DENIED
RESCHEDULE