

Activity, Facility & Transportation Request

Must be turned in to Riley Jenkins by Monday afternoon of the week prior to the trip.

Requesting (circle one): Activity (calendar only) Activity & Facilities Activity & Transportation

*When facility usage is required, the facility MUST be left in the same condition as it was prior to the event. If the facility is not left in an acceptable condition, a \$25 cleaning fee will be billed to the organization.

*Attach of drawing of the facility set up is helpful (on the back of the form)

Facility Needed (circle): None Board Room HS Gym HS Library MS Gym MS Library HS/MS Cafeteria
Elem. Gym Elem. Library Elem. Cafeteria PAC Auditorium PAC with Classroom Other _____

Activity Date: _____ Time (include setup/take down) _____ a.m/ p.m. to _____ a.m/ p.m.

Organization(s): _____

Requested by: _____ Phone Number: _____

Name and description of activity: _____

Equipment needed (mics, podium, tables, chairs, etc.) _____

Transportation request: Expedition (driver, plus 7 passengers) Van (driver, plus 6 passengers)
Bus (48 w/ 2 per seat) SPED Bus (2 wheelchairs, plus 10 passengers)

Destination with Physical address: _____

Leave from: _____ at _____ a.m./ p.m.
(in front of elementary, bus pickup in PAC lot, etc)

Return Trip Leave: _____ at approx. _____ a.m./ p..m,

Comment: _____

If you have any special needs for a student, please make a note below:

Number of passengers _____

Charge to: (Name of Account) _____
(Account Codes) _____

Signature of Teacher or Adviser: _____ Date _____

Principal Signature: _____ Date _____

Transportation Director Signature: _____ Date _____