

Canyon High School

Activity/Use of Facility Request



Please complete this form if you are requesting to use Canyon High School facilities. Form must be completed by the club advisor or coach if request is made on behalf of a student group. Allow two weeks for processing.

Applicant: _____ Date Submitted: _____

Contact Information: _____
Phone Number _____ Email Address _____

Group/Organization Requesting Activity: _____

Activity: _____ Date of Activity: _____

Time of Activity: From _____ To _____

Location of Activity: _____

Custodians to open building at: _____ To close building at: _____

Please check the following items that will be needed for this activity:

Public Address System: _____	Tables: _____
Piano: _____	Risers: _____
No of Chairs: _____	Kitchen: _____
Projector/Screen: _____	Audio: _____

Please list below any other materials desired and indicate any special requests: _____

Please attach a plan showing the desired furniture arrangement and the custodial staff will assist with the set up and clean up of school equipment and furniture.* The organization sponsoring the activity is responsible for clean up immediately following the activity.

*If requesting the Athletic Team Room, the group is responsible for set up and clean up for the event.

OFFICE USE ONLY

Approved Denied

Administrator _____ Date _____

Athletic Director _____ Date _____
(if an Athletic Facility)

Department Representative _____ Date _____
(Please indicate your title)

Athletics - Received By: _____ Date: _____ Main Office - Received By: _____ Date: _____

Notes: