

GARDENA HIGH SCHOOL

REQUEST & PERMIT SCHOOL ACTIVITIES AND AREAS

MUST BE RETURNED to Assistant Principal for Student Activities – Ms. Augustus AFTER ALL SIGNATURES HAVE BEEN FILLED OUT OR GREENIE AND DATE NOT VALID!

Signature of Administrator in Charge of Activity _____ Today's Date _____

Signature of Sponsor/Advisor/Director _____ Date of Activity _____

Sponsoring Group _____ Time of Activity _____

Area Requested _____ Rehearsal Date(s) _____

Activity _____ Rehearsal Time(s) _____

AP for Student Activities -- J. Augustus, AP

Approval to put on calendar (J. Augustus)

Event Calendared by (C. Curtis)

SIGNATURES NECESSARY FOR CLEARANCE

(take relevant tear-off)

Form must be completed 1 week prior to Event. NO Exceptions ! No Greenie ! No Event !

If your event requires more detail please fill out attached form and return to Mrs. Augustus.

A _____	B _____	C _____	D _____	E _____	F _____	G _____
Student Activities D. Jimenez	Main Office Linda Davis	Plant Manager Lonnie Graham Latasha White	School Police	Stage Crew J. Augustus	Auditorium J. Augustus	Audio Visual L. Johnson

MANDATORY SIGNATURES

(Obtain and Fill-Out)

SPONSOR / ADVISOR: Please Check Signatures required for use of Facilities or Assistance needed:

**INITIALS ARE REQUIRED BELOW OF THE THOSE IN CHARGE OF THE FACILTY OR FOR USE OF THE FACILITY EQUIPMENT.*

- _____ **Social Hall - Mrs. Augustus**
- _____ **PCR- Ms. Davis or Mrs. Augustus**
- _____ **Boys Gym - Athl. Director Mr. Kamiyama or PE Dept. Chair**
- _____ **Girls Gym - Athl. Director Mr. Kamiyama or PE Dept. Chair**
- _____ **Outside Stage - Mrs. Augustus**
- _____ **Auditorium - Mrs. Augustus**
- _____ **Athletic Field/Football/Baseball/Softball Fields - Athl. Direct. Mr. Kamiyama or PE Dept. Chair**
- _____ **Library - Ms. Storrs**
- _____ **Music/Band - Mr. Suyama**
- _____ **Dance Room - Mrs. Augustus**
- _____ **Parent Center - Mrs. Butler**
- _____ **Mr. Mendoza, Principal**

TEAR OFF your section and keep on your calendar to remind your of your involvement in Event

A	B	C	D	E	F	G
Get Tear Off to Student Activities Director Diana Jimenez	Get Tear Off to Main Office Linda Davis	Get Tear Off to Plant Manager Lonnie Graham/ Latasha White	Get Tear Off to School Police	Get Tear Off to Stage Crew Brooke Lundy	Get Tear Off to Auditorium Jacquie Augustus	Get Tear Off to Audio Visual L. Johnson
Date _____	Date _____	Date _____	Date _____	Date _____	Date _____	Date _____
Event _____	Event _____	Event _____	Event _____	Event _____	Event _____	Event _____
Time _____	Time _____	Time _____	Time _____	Time _____	Time _____	Time _____
Place _____	Place _____	Place _____	Place _____	Place _____	Place _____	Place _____
Requested by:	Is Class Coverage Needed? Periods 1 2 3 4 5 6 Staff member Coverage 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____	# of Chairs _____ # of Talbes _____ Room Arrangement Banquet set-up _____ Testing Set-up _____ Audio Set-up _____ Special Set-Up _____ (attach diagram)	Number of Security Needed Police _____ Campus Aides _____ Requested by:	Lighting _____ Chairs _____ Curtains _____ Piano _____ Podium _____ Full Stage _____ Half Stage _____ Flags _____ Microphones _____ Requested by:	Lighting _____ Chairs _____ Curtains _____ Piano _____ Podium _____ Full Stage _____ Half Stage _____ Flags _____ Microphones _____ Requested by:	Overhead Projector _____ Piano _____ VCR _____ TV _____ Flags _____ Microphones _____ Requested by: