

# DANCE/EVENT REQUEST FORM

MUST BE SUBMITTED AT LEAST TWO (2) WEEKS IN ADVANCE



1. Check with the Main Office to see if the location is available.
2. Submit Completed Form to Principal for Final Approval

Dance/Event: \_\_\_\_\_

Location: \_\_\_\_\_

Date/Time requested for event: \_\_\_\_\_

Date request submitted: \_\_\_\_\_

A minimum of three Adult chaperones with clearances are required for approval):

CHAPERONES:

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Principal approval \_\_\_\_\_ Date \_\_\_\_\_

Security Scheduled \_\_\_\_\_

Custodians Notified \_\_\_\_\_

Comments/Special Requests:

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