

**REQUEST FOR SCHEDULING**  
**EVENTS/ASSEMBLIES/CONCERTS/ACTIVITIES**  
**(This form for DMS FACULTY for school events)**

*This form is necessary for any use of facilities except: 1) your own classroom during the time class would ordinarily meet, 2) school hours use of the library or lecture hall (sign up in the library or online), or 3) computer lab (sign up in the library or online). It is also for activities that will excuse students from their regular classes, like practice, team activities, and science or history fairs. If lunch is disrupted, you must get the signature of the cafeteria manager. There is another form for field trips. Please return the form to Lisa Morgan as early as possible before the event. If you wait too long, the event cannot be scheduled.*

Today's Date: \_\_\_\_\_ Date of activity: \_\_\_\_\_ Circle: M T W TH F S

Time of activity: From \_\_\_\_\_ to \_\_\_\_\_ Activity schedule required? Yes No

Time room should be unlocked for set up: \_\_\_\_\_ Room/rooms needed: \_\_\_\_\_

Name/ Describe activity: \_\_\_\_\_

**LUNCH:** If more than 10 students will miss lunch, the signature of the cafeteria manager (Kristen Brinkerhoff) is required: \_\_\_\_\_

Number of students involved: \_\_\_\_\_ Grade level: 8<sup>th</sup> 9<sup>th</sup>

Name(s) of teacher(s) in charge: \_\_\_\_\_

Cell phone(s): \_\_\_\_\_ Other adults helping: \_\_\_\_\_

**CUSTODIAL HELP NEEDED:**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Open and close school | <input type="checkbox"/> Extra tables               | <input type="checkbox"/> Heat or air conditioning |
| <input type="checkbox"/> Elevator Access       | <input type="checkbox"/> Large garbage cans         |   |
| <input type="checkbox"/> Lighting              | <input type="checkbox"/> Be on hand during activity |   |

Equipment needed (TV, VCR, podium, microphone, bleachers, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How do you want it set up? (Make a drawing if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Principal's Signature: \_\_\_\_\_