

DEL NORTE HIGH SCHOOL - ACTIVITY REQUEST FORM



- Please turn requests in to Mrs. Smith in the Nighthawk Center **at least ten (10) school days** prior to your event/activity
- It is the responsibility of the applicant to inform Mrs. Smith in the Nighthawk Center of any changes or cancellations to your event
- If you are planning a fundraiser, please complete a fundraiser request form (available from ASB)
- Once approved, the **ADVISOR** must reserve the facility on the following website:
www.powayusd.com/requests

Activity Information:

Date of Activity: _____ Name of Activity: _____

Setup Time: _____ am / pm Start Time: _____ am / pm End Time: _____ am / pm

Type of Activity: Athletic Event Fundraising Event Student Activity

Other: _____

Description of Activity: _____

Sponsoring Club/Organization: _____

Applicant Name: _____ Date Submitted: _____

Advisor Name: _____ E-mail: _____

Advisor(s) to be Present (Name): _____ Estimated Attendance: _____

Facility/Area Requested:

Theater Football Field Gym Main Quad Library

Covered Lunch Area Basketball Courts Outdoor Stage Room(s) # _____

Other _____

Equipment Needed: # Tables _____ # Chairs _____ # Trash Bins _____

Other Equipment Requested: _____

Signatures Required Before Submission:

Theater Director (Theater Use Only) _____ Date _____

Faculty Sponsor/ Advisor _____ Date _____

Activities Director _____ Date _____

Assistant Principal _____ Date _____

APPROVED NOT APPROVED Reason: _____

Send copies to: Administration Custodial Activities Theater Athletics Cafeteria Other _____