

GYM UTILIZATION FORM FOR NON ATHLETIC ACTIVITIES

Name: _____
Request Date: _____ Department: _____
Date Required: _____ Block Required: _____
Activity Planned: _____

Please ensure that you have a committee designated for the set-up of chairs and sound system, etc. as well as a committee to tear the equipment down and put all of the chairs away.

Authorization:

Teachers

When requesting the use of the gymnasium, please use this form. It will allow the physical education staff time to plan alternate activities, as well as ensure confirmation, and prevent conflicts, wherever possible. (Please make copies for yourself).