Woodrow Wilson High School

On-Campus Event Worksheet & Facilities Request

Completed Application must be submitted to the Activities Office at least 10 SCHOOL DAYS PRIOR to date of use.
THIS APPLICATION IS TO HAVE AN EVENT ON-CAMPUS AND TO RESERVE ANY SPACE ON CAMPUS AFTER 3PM AND WEEKENDS

Event: ____________________________

Date(s): ____________________________

Day(s): Sun Mon Tue Wed Thu Fri Sat

Time(s): ____________________________

Contact Person: ____________________________

Contact Person’s Email: ____________________________

Contact Person’s Cell #: ____________________________

Number of People Expected: ____________________________

IS THIS A PATHWAY EVENT? If yes, Please have Edward Steinhauser, Pathway Coordinator sign here: ____________________________

Set Up Time From: ____________________________ AM/PM to From: ____________________________ AM/PM

Event Time From: ____________________________ AM/PM to From: ____________________________ AM/PM

Tear Down Time From: ____________________________ AM/PM to From: ____________________________ AM/PM

REQUESTING CSO’S AND/OR ADMINISTRATOR Please contact Ms. Dalton at ext. 6007. – (please circle) YES  NO

ADDITIONAL SUPPLIES NEEDED (Circle)  Tables  Chairs  Sound System  Projector  etc. ____________________________

REQUESTING TO SELL FOOD – (please circle) YES  NO

Food sold from midnight to 3:10pm on school days must meet the State & Federal nutritional guidelines.
An Activity Request Form must be filled out and approved by ASB prior to the event.

FACILITIES YOU NEED FOR EVENT: (i.e. Auditorium, Media Center, Classroom #)

_____________________________________________________________________________________________________________________________

Is your group using Club funds for this event? (please circle) YES  NO

PURCHASE ORDER and CLUB MINUTES must be filled and approved by ASB prior to event for payment and/or reimbursements. If your group is collecting monies or selling tickets an ASB ACTIVITY REQUEST must be filled and approved by ASB prior to event. ASB meets every Block 2.

ALL FLYERS and POSTERS marketing your event must be approved by the Activities Office for distribution on campus. Your group may use ASB poster supplies anytime except Block 2 & 4.

Please help keep Wilson beautiful, please leave NO trace after your event.

• It is recommended for large events to schedule an appointment with Ms. Fekjar x6908, efekjar@lbschools.net.
• It is recommended for Auditorium usage to schedule an appointment with Mr. Jesse Castro, jcastro@lbschools.net.
• If you are using a classroom please obtain approval from the teacher first.
• If your event is being held on weekends or when Wilson is closed your group may incur custodial costs for alarm turnoff, assistance and cleaning of rooms and/or restrooms.