

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 4PM 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: \_\_\_\_\_

Office Use Only

Date Received: \_\_\_\_\_

Posted to Calendar: \_\_\_\_\_

Custodial Assigned: \_\_\_\_\_

CSO's Assigned: \_\_\_\_\_

Admin Assigned: \_\_\_\_\_

Stage Manager: \_\_\_\_\_

Athletic Director: \_\_\_\_\_

IS THIS A PATHWAY EVENT?: If yes, Please have 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 Mr. Jimenez at ext. 6873. – (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 4:00pm 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](mailto:efekjar@lbschools.net).
- It is recommended for Auditorium usage to schedule an appointment with our Stage Manager.
- 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.