



HUNTINGTON BEACH HIGH SCHOOL ACTIVITY/FUNDRAISER APPROVAL REQUEST

(Subject to approval)

ALL GYM, FIELD, POOL & STADIUM REQUESTS MUST BE PRE-APPROVED BY THE ATHLETIC DIRECTOR, MELISSA VANDENBOSCH, AND SUBMITTED VIA FACILITRON

Date of Application: _____

Name of Sponsoring Organization: _____

Activity/Fundraiser Event Name (Purpose of Event / Brief Description):

Activity Start Date: _____

Activity End Date: _____

Start Time of Event: _____

End Time of Event: _____

Prep Start Time: _____
(For Events @ HBHS)

End clean Up Time: _____
(For Events @ HBHS)

Cost of Event (Admission, Prices, etc.):

Is this Event a Fundraiser? _____

Location Requesting for Event: **Student Center** ____ **Room #** ____ **All Others** _____

Will you be requesting special equipment from facilities? _____

If yes, what you will be requesting & how many?

_____ ****I understand that in addition to listing facility requests on this form, an ONLINE WORK ORDER must be completed by a HBHS staff member for tables, chairs, special set up, etc. If the event you are requesting is approved, the ONLINE WORK ORDER can be completed on the HBHS web page under STAFF.**

Additional Information (IF REQUESTING MULTIPLE DATES, LIST HERE): _____

****All organizations are responsible for their own set up and clean up.****

HBHS Faculty Advisor / Coach: _____

Person Requesting Event / Contact Person: _____

Contact Email : _____

FOR HBHS ACTIVITIES OFFICE USE ONLY

<i>Approval Status:</i> _____	<i>Signature:</i> _____
<i>Date Processed:</i> _____	<i>Facilitron #:</i> _____
<i>Calendared: Facility Use</i> _____	<i>Events</i> _____ <i>Fundraisers</i> _____