

ORANGE CENTER SCHOOL DISTRICT  
ACTIVITY REQUEST FORM

Date of request: \_\_\_\_\_ Date of Activity: \_\_\_\_\_

Name of requester: \_\_\_\_\_ Time Activity starts: \_\_\_\_\_

Daytime Contact #: \_\_\_\_\_ Time Activity ends: \_\_\_\_\_

Will there be any off campus visitors/parents?      Yes      No  
(If yes, provide proper documents with request)

Describe Activity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check all that apply

- Activity requires cash transactions - business office assistance
- Activity requires kitchen staff assistance  
Specify: \_\_\_\_\_
- Activity requires custodial personnel  
Specify: \_\_\_\_\_

Additional Equipment

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Classroom # _____</li> <li><input type="checkbox"/> Cafeteria</li> <li><input type="checkbox"/> Stage</li> <li><input type="checkbox"/> Basketball Courts</li> <li><input type="checkbox"/> Primary playground</li> <li><input type="checkbox"/> Preschool playground</li> <li><input type="checkbox"/> Soccer field</li> <li><input type="checkbox"/> Softball field</li> <li><input type="checkbox"/> Library</li> <li><input type="checkbox"/> Other (describe) _____</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Cafeteria microphone</li> <li><input type="checkbox"/> Podium</li> <li><input type="checkbox"/> Chairs Qty: _____ Type: _____</li> <li><input type="checkbox"/> Tables Qty: _____ Type: _____</li> <li><input type="checkbox"/> Overhead projector</li> <li><input type="checkbox"/> School Van</li> <li><input type="checkbox"/> Other: _____</li> </ul> |
|---|---|

Please indicate specifications or drawings:

  
  
  

*Statement of Information: The undersigned, as duly authorized representative for \_\_\_\_\_, state that, to the best of his/her knowledge, the school property use of which application is hereby made will not be used for the commission of any crime or any act which is prohibited by law. The undersigned further declares that, \_\_\_\_\_, the organization on whose behalf he/she applying for the use of school property, upholds and defends the Constitutions of the United States and the State of California. **Signature:***

**Approval Signatures**

<input type="checkbox"/> Superintendent		Date: ____ / ____ / ____
<input type="checkbox"/> Maintenance		Date: ____ / ____ / ____
<input type="checkbox"/> Kitchen (if applicable)		Date: ____ / ____ / ____