

JOHN A. FERGUSON SENIOR HIGH SCHOOL
ACTIVITIES APPLICATION (rev 8-08)

Activity: _____

Organization _____ Sponsor: _____

Requested Location: _____ Desired Date: _____ Desired Time: _____

(Below to be completed by office)

Actual Location: _____ Actual Date: _____ Actual Time: _____

SPECIAL REQUIREMENTS:

Police: Yes No # _____ @ _____ Total _____

Names: _____

Funded by: _____

- Must have police for 500 or more in attendance
- Must have police if money is collected at the event

Security: Yes No # _____ @ _____ Total _____

Names: _____

Funded by: _____

- Must have one (1) security for every 150 in attendance

Custodial: Yes No # _____ @ _____ Total _____

- Must have a minimum of one (1) custodian for every event (weekends)
- You do not need to hire custodians M-F. No events may be scheduled on Sunday.
- Custodial needs are based on number of persons in attendance and percentage (%) of building used. Must be determined prior to event and approved by head custodian and administrator.

Head Custodian

Administrator

**All personnel requirements are subject to administrative approval.

SPECIAL NEEDS/REQUESTS: (i.e., tables, sound system, props, etc.)

Tables	_____	Microphones	_____	CD Player	_____	Lighting	_____
LCD Proj.	_____	Computer	_____	Laptop	_____	Video	_____
Podium	_____	Ticket Bth.	_____	Concession	_____	Other	_____

SPECIAL INSTRUCTIONS/CONCERNS:

APPROVAL:

_____ Approved _____ Denied

Comments: _____

Activities Director

Administrator