

**Stafford Municipal School District  
CAMPUS AND DISTRICT ACTIVITY SCHEDULING FORM**

**COMPLETE THIS SECTION FOR ALL EVENTS** - including student assemblies, field trips, parent organization meetings, staff meetings, etc, requiring set-up, technology equipment, access to buildings, and areas needing air conditioning/heating. **DO NOT SUBMIT WORK ORDERS FOR SETTING UP FOR EVENTS.** Copies of the final approval will be returned to the campus and sent to Maintenance for appropriate arrangements. Air conditioning and heating requirements need prior notice of **36 hours**.

Location of Activity :  Primary  Elementary  Intermediate  
 Middle  High  Administration  
 Civic Center  City Pool

Date of Activity \_\_\_\_\_

Person Submitting Request \_\_\_\_\_ Phone No. \_\_\_\_\_ No. of People \_\_\_\_\_ Today's Date \_\_\_\_\_

Name of Event (if field trip - please give location) \_\_\_\_\_ Organization (if applicable) \_\_\_\_\_

**I would like this event to be included on the District Marquee:**  Yes  No

**CAMPUS FACILITIES**

**Location in Building**  
 Cafeteria  Library  Playground  
 Board Room  Classroom No. \_\_\_\_\_

Gym:  Prim/Elem  Interm  Red  
 Spartan  Aux  Competition

Other: \_\_\_\_\_

**Times**

Set-up Time (please be specific): \_\_\_\_\_

Activity Start Time: \_\_\_\_\_

Activity End Time: \_\_\_\_\_

**Equipment**

No. Tables \_\_\_\_\_ No. Chairs \_\_\_\_\_

Technical Equipment:

Lap Top  Screen  Clicker  
 Microphone  
 Speakers  Internet  Projector

Special instructions or comments for set-up (attach diagram if requesting a special arrangement).

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal's Approval \_\_\_\_\_ Date \_\_\_\_\_

Superintendent's Office Approval \_\_\_\_\_ Date \_\_\_\_\_

**CIVIC CENTER and CITY POOL**

**Civic Center - 281-499-5763**

Civic Center and City Pool requests will not be scheduled without written approval by the Civic Center Director. Before completing this form, please call the Center for availability of the desired date

All Civic Center events must end by 12:30am. The building must be cleared by 1:00am. The Civic Center is locked at 1:30am. When the Civic Center has to be rearranged from the previous event, you will be responsible for a \$250 change-over fee.

Activity Set-up Time: \_\_\_\_\_

Activity Start Time: \_\_\_\_\_

Activity End Time: \_\_\_\_\_

**Rehearsals (only two per event)**

1<sup>st</sup> Rehearsal Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

2<sup>nd</sup> Rehearsal Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**Equipment Needed:**

No. Tables \_\_\_\_\_ No. Chairs \_\_\_\_\_

Sound System  Dance Floor  Piano  Projector

Podium  Screen  Lap Top Connections  Clicker

**City Pool**

**Staff Requirements and Responsibilities**

One lifeguard for every 25 students, with a minimum of 2 lifeguards. One sponsor for every 25 students. Sponsor of party is responsible for cleaning grounds, restrooms, and returning chairs. If additional time is required for lifeguards to clean-up, the sponsoring group will pay for the extra time. Lifeguard's Pay Rate: \$8.00 per hour.

Food will be served  Yes  No

Civic Center Approval \_\_\_\_\_ Date \_\_\_\_\_