

Stafford Municipal School District
CAMPUS AND DISTRICT ACTIVITY SCHEDULING FORM

Complete this form for all SMSD events occurring outside the normal school day and special events occurring during the normal school day to be included on the District Calendar (field days, special assemblies, field trips, SOPT, ProGrad, etc.). Staff meetings and staff-related meetings will not be put on the District Calendar, but need this form to schedule the location and set-up. **Please do not complete work orders for set-up.** 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**.

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 (281-499-5763).

COMPLETE THIS SECTION FOR ALL EVENTS

Location of Activity : _____ Date of Activity _____	<input type="checkbox"/> Primary <input type="checkbox"/> Middle <input type="checkbox"/> Civic Center	<input type="checkbox"/> Elementary <input type="checkbox"/> High <input type="checkbox"/> City Pool	<input type="checkbox"/> Intermediate <input type="checkbox"/> Administration
Person Submitting Request _____ Name of Event (if field trip - please give location) _____	Phone No. _____ Organization (if applicable) _____	No. of People _____	Today's Date _____

CAMPUS FACILITIES

Location in Building

Cafeteria Library Playground
 Board Room Classroom No. _____

Gym: Prim/Elem Interm Red Gold
 Spartan Aux Competition

Other: _____

Times

Set-up Time (please be specific): _____ am pm

Activity Start Time: _____ am pm

Activity End Time: _____ am pm

Equipment

No. Tables _____ No. Chairs _____

Technical Equipment:

Lap Top Screen 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

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 (please be specific): _____ am pm

Activity Start Time: _____ am pm

Activity End Time: _____ am pm

Rehearsals

1st Rehearsal Date: _____

Start Time: _____ am pm End Time: _____ am pm

2nd Rehearsal Date: _____

Start Time: _____ am pm End Time: _____ am pm

Equipment Needed:

No. Tables _____ No. Chairs _____

Sound System Dance Floor Piano Projector

Podium Screen Lap Top Connections

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 _____

