



Please complete the section in Black... Garey clubs also complete the blue section.

_____ **Facility Request**

_____ **Fundraiser Request**

Date Submitted:

Date to present during ASB Meeting:

Staff **Contact Name:** **Tiffany Wilcher**
6334

Contact **Email** and **Phone #** Tiffany.Wilcher@pusd.org (909) 437-

Organization Name: (Club, Staff, District Office) Associated Student Body

Event **Date:** _____ Event Location: **Garey High School**

Event **Start Time:** _____ **End Time:** _____ **Alternate Date:** _____

Event Title and Description:

of Students _____ #of Adults____ Chaperone Names _____

Facility: (i.e. Gym, Library, Cafeteria, TC, 502, Snack bar, Computer Lab, Parking Lot, Field, room setup)

Equipment/Material: (i.e. Audio, Computer Cart, Room Setup details, Tables, Chairs, Cash box)

Cost of event/ Payment Account number if applicable:

Potential Revenue Sheet Attached: **yes**_____ **No**_____

Advisor Section: Club Advisor Signature: _____ Date: _____

(I understand that I am to attend all events scheduled by the club submitting paperwork)

YES, Club Charter and Constitution On File **YES, Club Minutes Attached** **YES, Potential Revenue-Fundraiser only**

Garey Internal Use Only: Authorized Signatures	Approved Signature	(Information/Notes)
John McGaha -Stadium/ Gym / Field : _____		
Admin: _____		
Custodians _____ and Date needed _____		
CSO Assigned _____		
Mr. Lawe/Bonner/Duran: (Outlet for electricity in M1/M2)		
MS. Solis-Student Accounts		

Associated Student Body Action: **Date:** _____ **Vote: For:** _____ **Against:** _____ **Abstained:** _____

Approved: _____ **Denied Reason:** _____

ASB President: _____ **ASB Officer:** _____

Activity Director: _____ **Date:** _____

Email Subject Line: "Facility Request Event/Date _____



Garey Senior High School

Facility (Activity Bill) Request Form

Please submit 3 weeks before event to Ms. Wilcher tiffany.wilcher@pusd.org

Added to Master Calendar _____

Email Subject Line: "Facility Request Event/Date _____