

PALISADES CHARTER HIGH SCHOOL
Facilities-Use Policy Administration Exception Approval Form

This form and signatures must be completed and filed with the PCHS Operations Permits/Setups Coordinator **ONE WEEK PRIOR TO THE ACTIVITY/USE**. All approved facilities use only becomes official when it appears on the Facilities Usage Calendar on PCHS's website.

Name of Group: _____ Print Group Supervisor's Name _____

Type of Activity: _____

Date of Activity: _____ Time of Use Needed - Start: _____ AM / PM End: _____ AM / PM

Brief Description of Why Exception is Desired: _____

***Note** – Any pre or post primary activity time needed for facility use to be included in "Time of Use Needed" above!

Facility (Check All Applicable):

Classroom# _____, Stadium: _____, Lg. Gym: _____, Sm. Gym: _____, Baseball Field: _____, Gilbert Hall: _____, Mercer Hall: _____,

Library: _____, Staff Cafeteria: _____, Outdoor Stage: _____, Main Quad: _____, Pool: _____,

Other: _____

Check here if FOOD will be Served or Sold _____ (No Junk Food)

Signatures required on this sheet constitute acknowledgement of this event to provide facility and services needed. Exceptions such as potential conflicts or inability to render a particular service to be noted on this sheet. Sponsor may be contacted for info on specifics such as plans, schedules, budgets, rehearsals, supervision, content clearance, etc.

Faculty/Staff, Coach or Other Adult who will be on-site with group and in-charge:

Print Name: _____ Signature: _____ Date: _____

Comment: _____

PCHS Administrator Responsible for this Activity:

Print Name: _____ Signature: _____ Date: _____

Comment: _____

PCHS Operations/Permits/Setups Coordinator (Ms. Pipczynski, Trailer next to W119):

Print Name: _____ Signature: _____ Date: _____

Comment: _____

***Final Signature - PCHS Director of Operations (Don Parcell, A-Bldg Office):**

Print Name: _____ Signature: _____ Date: _____

Comment: _____

* If not available, leave form in Main Office Box for Director of Operations