Kearny High Educational Complex
Activity Request (ARF)

The Administration is required to approve any facility activity. You must have this form approved prior to your activity.

PROCEDURE:
1. This request must be completed and submitted to Maria Lopez or sent to mlopez4@sandi.net at least two (2) weeks prior to the event. If the request is for room 301, please submit to Gina Turner in EID or gturnersantiago@sandi.net. For available dates/times of the facility requested, check with Maria Lopez in the main office.
2. When approved, the event will be placed on the Facility Calendar.
3. No publicity information can be distributed until the request form has been returned approved.
4. Please notify Maria at mlopez4@sandi.net if your event is canceled or Gina at gturnersantiago@sandi.net for Rm. 301 event cancelation.

Club / Organization Name: __________________________  __________________________

Sponsor Name: __________________________  Date Submitted: __________________________

Sponsor Email: __________________________  Activity Date(s): __________________________

Sponsor Phone: __________________________  Set-up Time: __________ AM / PM

Description of Activity: __________________________  Start Time: __________ AM / PM

End Time: __________ AM / PM

Facility Requested:  

- ☐ Auditorium  - ☐ Rick Corlett Presentation Room (RCP)  - ☐ Classroom(s)  

- ☐ Cafeteria  - ☐ Little Theatre  - ☐ Library  - ☐ Other

Services Required:  

- ☐ Custodial  - ☐ Finance  - ☐ Security

Equipment/Set Up: Sponsor is responsible for obtaining and supervising all equipment in the auditorium. If sound booth is required, please contact an Administrator in a small school for set up. Food and drinks are only allowed in the cafeteria.

ACKNOWLEDGED & APPROVED BY:
The sponsor is responsible for the supervision of the activity, students and use of the facility and equipment. Students are not to be left in any facility without an adult present. When the activity ends, the sponsor must secure all equipment, lighting, windows and doors and clear all students and guests from the campus. The facility should be returned to its original condition and all trash must be picked up.

Sponsor: I accept responsibility for the supervision of the activity, the students, the facility and equipment.

________________________________________________________________________
Sponsor Signature

(For Office Use Only)

Date Received: __________  Activity Approved or NOT Approved

Approved by:  

Principal:  Ana Diaz-Booz

Print  Signature  Date: _______