

# GRANDVIEW HEIGHTS - STUDENT EVENT REQUEST FORM 2025-2026

STUDENT NAME: \_\_\_\_\_ STUDENT EMAIL ADDRESS: \_\_\_\_\_

**ALL STEPS MUST BE COMPLETED BEFORE FINAL APPROVAL IS GIVEN**

## STEP 1: EVENT DESCRIPTION

Name of Event: \_\_\_\_\_

Group/Club/Class: \_\_\_\_\_

Supervisor(s): \_\_\_\_\_ & \_\_\_\_\_ & \_\_\_\_\_

Staff Sponsor: \_\_\_\_\_ & Signature: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Activities (be specific): \_\_\_\_\_

Cost: ☐ Free ☐ Donation \$\_\_\_\_\_ / person \$\_\_\_\_\_ / item ☐ Package Deals

## STEP 2: EVENT DETAILS

Min. # of Participants: \_\_\_\_\_ Max. # of Participants: \_\_\_\_\_ # of Spectators: \_\_\_\_\_

### FACILITY REQUESTED:

☐ Large Gym\* ☐ Small Gym\* ☐ Grass Field\* *\*(Get Approval from Ms. Rai or Mr. Wardle)*

☐ Theatre *(Approval By Mr. McIntosh)* ☐ Learning Commons *(Approval By Ms. Domeier)*

☐ Music Room *(Approval By Ms. Smith or Mr. Han)* ☐ Dance Room *(Approval By Ms. Twigg)*

☐ Atrium 1<sup>st</sup> Floor ☐ Atrium 3<sup>rd</sup> Floor ☐ Outside Atrium ☐ Classroom # \_\_\_\_\_

Other Area: \_\_\_\_\_ Facility Approval By: \_\_\_\_\_ Date: \_\_\_\_\_

### EQUIPMENT REQUESTS:

☐ Sound System ☐ TV / Projector Other: \_\_\_\_\_

Equipment Approval By: \_\_\_\_\_ Date: \_\_\_\_\_

## STEP 3: HAND FORM IN TO MAIN OFFICE:

*\*BELOW FIELDS TO BE COMPLETED BY THE OFFICE*

☐ EVENT HAS NO APPARENT CONFLICTS

☐ DISTRICT RENTAL MAY BE NEEDED

OTHER: \_\_\_\_\_ INITIALED: \_\_\_\_\_ DATE: \_\_\_\_\_

## STEP 4: MEETING WITH ADMINISTRATOR MAY BE BENEFICIAL



NOT REQUIRED ☐

Meeting Date: \_\_\_\_\_ Time: \_\_\_\_\_

Principal / VP Approval: \_\_\_\_\_ Date Approved: \_\_\_\_\_

## STEP 5: FINAL APPROVAL

Approved by Events Vice-Principal: \_\_\_\_\_ Date: \_\_\_\_\_



GRANDVIEW HEIGHTS  
GRIZZLIES