

GRANDVIEW HEIGHTS - STUDENT EVENT REQUEST FORM 2026-2027

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 ☐ By Donation \$ _____ / item or person | \$ Funds Towards: _____

STEP 2: EVENT DETAILS

Min. # of Participants: _____ Max. # of Participants: _____ # of Spectators: _____

FACILITY REQUESTED: (Areas with a *, must have a signature of an authorized teacher in the Approval Box)

☐ Large Gym* ☐ Small Gym* ☐ Grass Field* (Get Approval from Mr. Wilkinson 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 1st Floor ☐ Atrium 3rd Floor ☐ Outside Atrium ☐ Classroom # _____

Other Area: _____ *Facility Approval By: _____ Date: _____

EQUIPMENT REQUESTS:

☐ Sound System ☐ TV / Projector Other: _____

**Events requesting Sound or TV in the Atrium will need to ask the Theatre / PE / Business Ed. Teachers about borrowing equipment!*

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**