Capistrano Unified School District
San Juan Capistrano, California

REQUEST FOR SCHOOL ACTIVITY

Date Submitted _____

Activity _____ Date of Activity _____

Time of Activity: From _____ to _____

Location of Activity _____

Custodian to open building at _____ To close building at _____

Please check the following items that will be needed for this activity:

| | | | |
|---|---|---|---|
| ☐ | Public Address System | ☐ | Tables _____# |
| ☐ | Piano | ☐ | Risers _____# |
| ☐ | Chairs _____# | ☐ | Kitchen |

Please list below any other materials desired and indicate any special requests:

_____

_____

_____

Submitted by: _____ Approved by: _____
Activities Director

_____
Administrator

- The custodial staff will set up and remove the school equipment and furniture designated in the plan below.
- The organization sponsoring the activity is responsible for clean-up immediately following the activity.

PLAN SHOWING THE FURNITURE ARRANGEMENT

This form must be submitted at least seven days before the activity.

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(K-12)
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