Gallup High School

**Bengal Pride**

 1055 Rico Street

 Gallup, NM 87301

 James Malcom, Athletic Director

Phone: 505-721-2558

FAX: 505-721-2556

Email: jmalcom@gmcs.k12.nm.us

|  |
| --- |
| Check one or both:Building Use Request \_\_\_\_\_ Activity \_\_\_\_\_Submit Building Use Request /Activity forms to the Athletic Director. |

The purpose of this form is to: **1**. Avoid scheduling conflicts. **2**. To make sure insurance is in effect. **3**. To schedule custodians and **4.** To record activities on the master school calendar. Complete one form only, a copy will be made after a determination has been made, all signatures have been secured. Retain your copy in your files.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ requests permission to conduct

 (Staff Member, Club Sponsor or Organization)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_\_

 (Activity) (Space: Gym, Commons, Auditorium, etc.) (Dates)

From \_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_ for the purpose of:

 (Time) (Time)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 (Sponsor) (Date)

NEEDS: (Podium, PA system, table, chairs, etc.)

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Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Activities: ( ) Approved ( ) Denied Administration: ( ) Approved ( ) Denied

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Athletic/Activities Director) (Administrator)

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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