

**WICKENBURG UNIFIED SCHOOL DISTRICT  
IN-DISTRICT FACILITY REQUEST FORM  
SUBMIT FORM TO PRINCIPAL'S OFFICE**

**NOTE: ALL REQUESTS MUST BE SUBMITTED AT LEAST (5) DAYS PRIOR TO THE EVENT**

I. CLUB/ORGANIZATION: \_\_\_\_\_ PROPOSED ACTIVITY: \_\_\_\_\_  
 SPONSOR: \_\_\_\_\_ CONTACT #: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_  
 DATE OF REHEARSAL/PRACTICE: \_\_\_\_\_ TIME: \_\_\_\_\_  
 DATE OF PROPOSED ACTIVITY: \_\_\_\_\_ TIME: \_\_\_\_\_  
 DATE OF PROPOSED ACTIVITY: \_\_\_\_\_ TIME: \_\_\_\_\_

**II. FACILITY REQUESTED**

- Wickenburg High School       Vulture Peak       Hassayampa  
 Del Webb Center\*       Festival Foothills       Wrangler Event Center\*\*

\* Use of Auditorium and systems requires signature(s) from Del Webb Center Personnel.

\*\*Scheduled Games and contests will not be moved, practices and recreation may be moved when a paid event is requested.

**III. AREA(S) REQUESTED**

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> Auditorium*               | <input type="checkbox"/> Library/Media Ctr.   | <input type="checkbox"/> Weight Rm.     | <input type="checkbox"/> Softball Field |
| <input type="checkbox"/> Community Learning Center | <input type="checkbox"/> Stage                | <input type="checkbox"/> Computer Lab   | <input type="checkbox"/> Baseball Field |
| <input type="checkbox"/> Cafeteria                 | <input type="checkbox"/> Kitchen              | <input type="checkbox"/> Front Field    | <input type="checkbox"/> Wrestling Room |
| <input type="checkbox"/> Gym                       | <input type="checkbox"/> Dressing Rm./Showers | <input type="checkbox"/> Football Field | <input type="checkbox"/> Other: _____   |
| <input type="checkbox"/> Concession Stand          |   |   |   |

**IV. PLEASE CHECK REQUESTED EQUIPMENT AND PERSONNEL**

- |                             |  |  |  |
|-----------------------------|--|--|--|
| # _____ Choral Risers       | <input type="checkbox"/> Podium(Tech)      | <input type="checkbox"/> Spot Light(s)/Operator(s) | <input type="checkbox"/> Stage Hands       |
| # _____ Chairs              | <input type="checkbox"/> Mic. (Tech)       | <input type="checkbox"/> Sound Sys. Operator(Tech) | <input type="checkbox"/> Basketball Courts |
| # _____ Tables (sm, md, lg) | <input type="checkbox"/> Screens(Tech)     | <input type="checkbox"/> Mic. Stands(Tech)         | <input type="checkbox"/> Volleyball Courts |
| # _____ Field Lights        | <input type="checkbox"/> Projector(Tech)   | <input type="checkbox"/> Smart Boards(Tech)        | <input type="checkbox"/> Score Clock       |
| # _____ Platform 4x8x1      | <input type="checkbox"/> PA System(Tech)   | <input type="checkbox"/> Light Board Oper          | <input type="checkbox"/> Score Clock Oper  |
| # _____ Platform 4x8x2      | <input type="checkbox"/> Sound Syst.(Tech) | # of Light Boards _____                            | <input type="checkbox"/> Other: _____      |

**V. SPECIAL INSTRUCTIONS:** (Please include a diagram if necessary)

\_\_\_\_\_

**PLEASE NOTE:** THE SPONSOR IS RESPONSIBLE FOR ENSURING LOCK-UP OF THE FACILITIES AFTER THE ORGANIZATION'S EVENT.

**VI. ACKNOWLEDGEMENT OF RESPONSIBILITY:** The sponsor acknowledges all responsibility for the use of the facility and equipment during the time requested. The sponsor agrees to read and abide by the facility guidelines established by the Wickenburg Unified School District #9. A copy is available from the Principal's Office.

\_\_\_\_\_  
 Advisor/Sponsor **SIGNATURE**      **PRINT NAME**      Date

**FOR OFFICE USE ONLY**

- Approved and Placed on Calendar       Not Approved      Reason: \_\_\_\_\_  
 Calendar Initial: \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE**      Select Administrator      **PRINT NAME**      Date

**CC:**

- Derek Streeter
- Casey Gipe
- Adam Malik
- James Missel
- Cathy Weiss

- David Jacobson
- Jennifer Lougee
- Heather Rubash
- Richard Pincus
- Lynn Greene

- Julie Case
- Marie Payne
- Charles Maloley
- Carissa Hershkowitz
- Yucari Espinoza

- SW Food Services
- Bill Moran
- Laura Emter
- Roy Fulks
- Jeremy Courliss

- Other:
- Other:
- Other:
- Other:
- Other: