



Godby High School (0161)

Activity & Facility Request Form

Leon County School Board employees who wish to reserve a facility, or schedule any activity, field trip, co-curricular, community activity, to include guest speakers, must complete this form and submit it to the Athletic Director for further approval.

Name of requestor: _____ Date: _____

Club/Organization: _____

Activity: _____

Purpose of Event: _____

Date(s) of Activity: _____ Time: _____

Location: _____ Number of Students Involved: _____

Potential Equipment Needed: _____

Name of Administrator Attending (if applicable): _____

Transportation Type Used: LCS School Van(s)

Car/Van Rental

Wizard# _____

Is this a field trip? If yes:

Attach a copy of your parent permission letter and bus request form if applicable.

Field Trip Location: _____

Cost Charged to Each Student: _____ or Source of Funds: _____

To insure timely approval, all forms must be submitted 20 days prior to the activity.

Completed forms should be submitted to the Athletic Director or designee. The master calendar will be checked for availability. The principal will provide final approval. Once the activity has gained final administrative approval, a copy of the request will be placed in the requestor's mailbox.

Signature of Requestor: _____ Date: _____

Athletic Director Calendar Approval: _____ Date: _____

Principal Approval: _____ Date: _____

Please make sure to thoroughly clean up and leave the facilities just like you found them