

**GARDEN CITY HIGH SCHOOL  
GARDEN CITY, KANSAS 67846**

BUILDING PERMIT/ACTIVITY REQUEST

This application form is to be used by a group in applying for use of school facilities and must be submitted and approved by the principal at least one week before any activity may be conducted. If at all possible, application should be made a month in advance in order to appear on the monthly schedule of events. Approval must be secured on this form before publicizing of the event.

\_\_\_\_\_ Today's Date

The following \_\_\_\_\_, under the supervision or  
(Group/Activity Name)

Sponsorship of \_\_\_\_\_ desires to have \_\_\_\_\_  
(Name of Person) (What?-Mtg, Banquet, etc.)

\_\_\_\_\_ in \_\_\_\_\_  
(cont'd) (Room or location)

on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
(Date-mo/day/yr) (Time-specify am or pm) (Time-specify am or pm)

Please list following needs, such as: special equipment required and arrangement for equipment, seating required and arrangement for same; and please list any special information (also other useful information – such as complete description of decorations to be used, i.e., type of material, etc.) needed to fulfill your activity. Anything NOT listed on this form will not be available for your activity.

\_\_\_\_\_ Approval of Principal

\_\_\_\_\_ Signature of Sponsor