

DATE _____

Parke Heritage High School

DANCE REQUEST FORM

This request should be filed with the Building Principal in duplicate at least ten (10) days prior to the date of the requested dance. Building Principal will note approval/disapproval.

_____ representing _____ hereby
(name) (organization)

requests the following dance in the _____
(location)

on _____ from _____ - _____
(date) (time)

_____ Sponsor Approved
_____ Check date of activity with administration
_____ Chaperones (Minimum of 5)

Names of chaperones _____

_____ Custodians Notified
_____ Food or Drinks Needed
_____ Music Arranged
_____ Defined Starting and Ending Time
_____ Clean Up Committee Appointed

Names of Committee _____

_____ Final approval by administration

The clean up of the facilities must meet the school requirements. When the cafeteria is used it must be returned to the original condition. The tables must be set back up and wiped off, the floor must be swept and spot mopped, and the trash bagged up and thrown in the dumpster.