ORANGE CENTER SCHOOL DISTRICT
ACTIVITY REQUEST FORM

Date of request: __________________________ Date of Activity: __________________________

Name of requester: __________________________ Time Activity starts: __________________________

Daytime Contact #: __________________________ Time Activity ends: __________________________

Will there be any off campus visitors/parents? Yes No
(If yes, provide proper documents with request)

Describe Activity: __________________________

Check all that apply

☐ Activity requires cash transactions - business office assistance
☐ Activity requires kitchen staff assistance
 Specify:

☐ Activity requires custodial personnel
 Specify:

☐ Classroom # ______
☐ Cafeteria
☐ Stage
☐ Library
☐ Primary playground
☐ Preschool playground
☐ Intermediate playground
☐ Podium
☐ Chairs Qty:

☐ Tables Qty:

☐ Technology Equipment
☐ Cafeteria Microphone
☐ Speakers
☐ Overhead Projector

Please indicate specifications or drawings:

Statement of Information: The undersigned, as duly authorized representative for __________________________, state that, to the best of his/her knowledge, the school property use of which application is hereby made will not be used for the commission of any crime or any act which is prohibited by law.

The undersigned further declares that, __________________________, the organization on whose behalf he/she applying for the use of school property, upholds and defends the Constitutions of the United States and the State of California. Signature:

Approval Signatures

☐ Superintendent __________________________ Date: / / 

☐ Maintenance __________________________ Date: / / 

OC/2017