

**Kearny High Educational Complex
ATHLETIC - Facility Request Form**

To place an event on the KHEC Use of Facility Calendar, this request must be completed and submitted to Maria Lopez or sent to mlopez4@sandi.net at least two (2) weeks prior to the event. For available dates/times check with Maria Lopez

TO BE COMPLETED BY THE SPONSOR. (Incomplete requests will not be honored.)

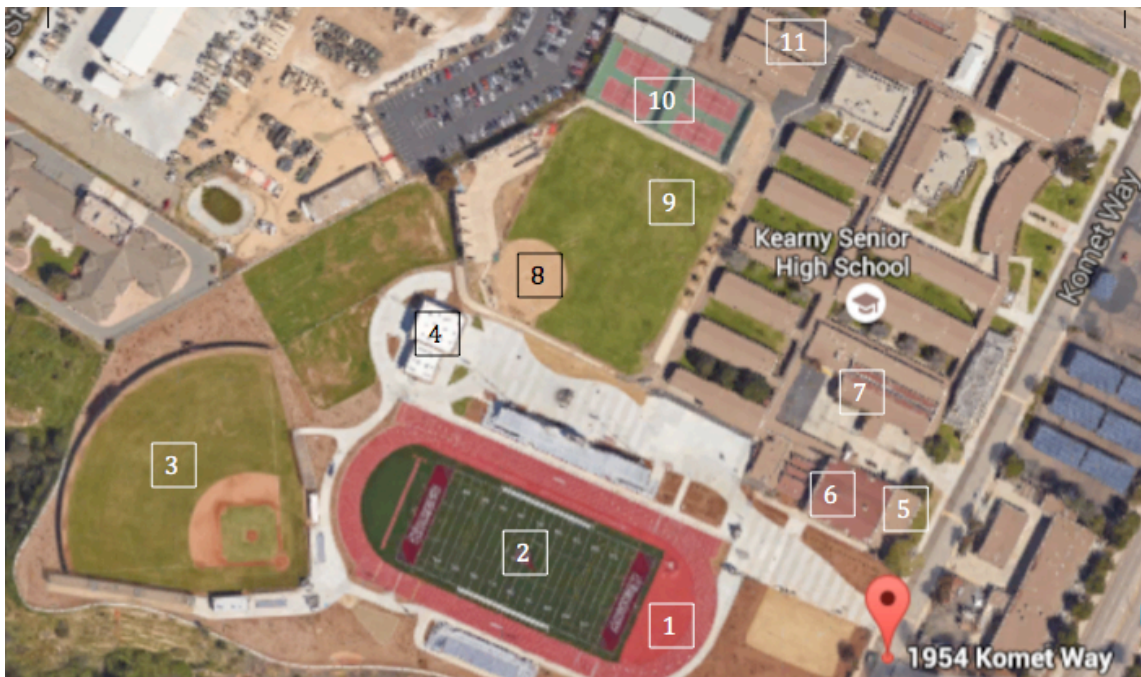
Event Date: _____ Request Date: _____

Set-up time: _____ AM/PM Event start time: _____ AM/PM Event end time: _____ AM/PM

Team/Club: _____ Contact Name (sponsor): _____

Email Address: _____ Contact phone #: _____

Description of Event: _____



Facility Requested:

- 1 - Stadium Track
- 2 - Stadium Field
- 3 - Baseball Field
- 4 - Komet Weight Room
- 5 - Wrestling Room
- 6 - Gymnasium
- 7 - Chargers Weight Room
- 8 - Softball Field
- 9 - Upper Field
- 10 - Tennis Courts
- 11 - Dance Room
- Other _____

Services Required: Security Finance Custodial

APPROVALS

Athletic Director

Facility Security

Principal

NOTIFICATIONS

- Juan Perez, POS School Police Library/Media Tech Finance Cafeteria

SPONSOR RESPONSIBILITIES

The staff sponsor is responsible for the supervision of the activity, students and use of the facility and equipment. Students are not to be left in any facility without an adult present. When the event ends, the sponsor must secure all equipment, lighting, windows and doors and clear all students and guests from the campus. The facility should be returned to its' original condition. Please notify Maria at Mlopez4@sandi.net if your event is canceled

Sponsor: I accept responsibility for the supervision of this event, the students, and the facility and equipment.

Sponsor's Signature: _____

Date: _____