

Building Use Permit for Chief Sealth High School

Type of Event: _____(ie. concert/movie/rehearsal/practice)

Day and Date of Function: _____

Time of Event: _____ Time Requested (include set-up/clean up)_____

Contact Person:_____ Phone Number:_____

Email: _____

Program Sponsored By:_____

Attendance: _____

Admission Fee Charged to Participants: Yes No

Room Number/Space Required:_____

*If using the gym see below

Do you require:

A custodian_____

Heat _____ If yes and a weekend program who is paying for the heat_____

Liability Insurance: If you answer “No” to any of the following three questions, please call the Risk Manager at 252-0710. You may be required to provide liability insurance for your activity. Broker contacts for insurance are available through Risk Management Services.

1. Is this an ASB and/or school-sponsored function? Yes_____ No_____

2.Is this event and all of its volunteers supervised solely by administrative or teaching staff at all times?

Yes _____ No_____

3. Is the event and/or activity for students of your school only? Yes_____ No _____

Kitchen Use: If you wish to use the kitchen, call Nutrition Services at 252-0675. The kitchen will remain locked unless you have permission from Nutrition Services.

*Gym Use- Athletic Director Approval: _____