



SANTEE EDUCATION COMPLEX
ACTIVITY SHEET

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INSTRUCTIONS

Please read ALL information, before filling out the form.

Thank you for your interest in sponsoring an event at Santee Education Complex. It is our goal to make sure that the event goes without any problems. At the same time, please understand the importance of your responsibility in using and maintaining our facilities in the highest regard. All year long, our school is used for many functions, so it is important that our school remains clean and safe for all future use. **Please read the following information, so we can ensure that our campus remains beautiful for future generations.**

1. **You are responsible for the cleanliness of the facility you plan to use.** Our staff works hard to keep the campus clean, so please respect their work. You are responsible for the set up and the clean up.
2. **Please fill out this form in its entirety.** If the form is not completely filled out, the event will not be approved. We will try to fulfill all requests for equipment, but for the most part, you are responsible for your own electronic equipment. Please inquire with administration.
3. **You must AT LEAST, submit this form ONE MONTH IN ADVANCE OF THE DATE OF YOUR EVENT.** Otherwise your event MAY NOT be approved.
4. **Events that are 30 minutes apart on the same date and for the same facility, will not be approved.** If you request an event after an already approved event, (please see www.santeefalcons.org for the school calendar) your event will not be approved.
5. **Please NEVER leave students/minors unsupervised in any of our facilities.** You are liable for anything that happens to any children under your watch and care.
6. **Please clean up immediately after your event.** It is your responsibility to pick up all trash and break down any set up. All trash should be taken to the Santee dumpsters in the outside parking lot. You may look for a Santee custodian for support.
7. **Please make sure facility is locked and secure.** To maintain the security and the integrity of our school this is very important. All restrooms and rooms used need to be locked. Please look for a Santee Custodian for support.
8. **You are responsible for all aspects of this event.** The responsibility of the facility and the safety of all participants lies on you as the Staff Sponsor.

Thank you and we hope your event is a great success!



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STEP 1: Person or Group organizing event, must complete the following:

Name of Activity _____ Activity Date _____

Staff Sponsor: _____ Rm: _____ Time: _____ to _____

Staff Cell #: _____ Grade Level of Participating Students (9, 10, 11, or 12): _____

On Campus: _____ Off Campus: _____ Location _____

Number of participants (estimate) _____ Fee: _____

If off campus:

Mode of transportation: _____ Funding source: _____

Substitute Coverage Needed: _____ (Yes or No) Funding Source _____

Special Requests/Notes/Description of Event: *Special requests and/or set up arrangements should be specified in more detail here. Organizing sponsor is responsible for following up with the appropriate people to see that all needed arrangements are in place.*

STEP 2: Check Calendar Availability – with Mr. Mejia

(Sponsor can also check school calendar at www.santeefalcons.org in order to avoid competing events or consecutive field trips. Student learning and instructional minutes are of highest importance for students and staff.)

____ Available ____ Not Available ____ Tentative/Conditional

Notes/Questions/Comments: _____

Signature: _____ Date: _____

STEP 3: Obtain Necessary Clearance Signatures

Clearance signatures and approval must be **received** 3 weeks prior to activity. **Signatures checked off are required.**

____ Theater	Mejia/Pentecost	_____	Date: _____
____ Student Council	Tintor	_____	Date: _____
____ Gym	Carr/Tamura	_____	Date: _____
____ Cafeteria	Gonzalez	_____	Date: _____
____ Dean	Lara	_____	Date: _____
____ Adult School	Hamilton	_____	Date: _____
____ School Police	Chavez/Perez	_____	Date: _____
____ Student Store	Ma	_____	Date: _____
____ Library	Drexler	_____	Date: _____
____ Main Office	Santana	_____	Date: _____
____ Plant Manager	Salgado	_____	Date: _____
____ Athletic Director	Tamura	_____	Date: _____
____ Other	_____	_____	Date: _____

STEP 4: Final Approval

____ Approved ____ Not Approved Reason: _____

Dr. Gomez (Principal): _____ Date: _____

STEP 5: Confirm and Calendar

Upon final approval from principal, return this form to Mr. Mejia to secure date and to put event on school calendar.