



ACTIVITY PERMIT REQUEST

Must be COMPLETED IN FULL with **ALL REQUIRED SIGNATURES!**

Must be submitted **THREE WEEKS (15 SCHOOL DAYS) PRIOR to the REQUESTED EVENT DATE**

Submit an Activity Permit Request Form for **EACH DATE** of your requested event

SERVICES AND EQUIPMENT REQUESTS
Please check the appropriate box(es)

FACILITY OPERATIONS	AUDIO-VISUAL EQUIPMENT
<input type="checkbox"/> Chairs: Number of: <i>(Attach Setup Map)</i>	<input type="checkbox"/> Sound System
<input type="checkbox"/> Tables: Number of: <i>(Attach Setup Map)</i>	<input type="checkbox"/> Microphone(s) Number of Presenters: # _____
<input type="checkbox"/> Trash Cans	<input type="checkbox"/> Speakers
<input type="checkbox"/> Stanchions: Number of:	<input type="checkbox"/> TV
<input type="checkbox"/> Floor Covers (Gyms only)	<input type="checkbox"/> Playback from Computer, IPOD or Phone
<input type="checkbox"/> Electrical outlet required	<input type="checkbox"/> DVD Player
<input type="checkbox"/> Set up assistance from staff needed	<input type="checkbox"/> LCD Projector
<input type="checkbox"/> OTHER:	<input type="checkbox"/> Overhead Projector
<input type="checkbox"/> OTHER:	<input type="checkbox"/> Projection Screen
FOOD - TENTS - SALES	THEATRE OPERATIONS
<input type="checkbox"/> Cold drinks will be served or sold	<input type="checkbox"/> Microphone(s) Number of Presenters:
<input type="checkbox"/> Cold food will be served or sold	<input type="checkbox"/> Microphones <input type="checkbox"/> Instrumental <input type="checkbox"/> Choral
<input type="checkbox"/> Hot food will be served or sold*	<input type="checkbox"/> Performance Stage Lighting <i>(Attach Setup Map)</i>
<input type="checkbox"/> Hot food will be prepared or heated*	<input type="checkbox"/> Band/Orch. Risers <i>(Attach Setup Map)</i>
<input type="checkbox"/> Gifts will be sold	<input type="checkbox"/> Choral Riser <i>(Attach Setup Map)</i>
<input type="checkbox"/> Tents or canopies* <i>(Must Attach Setup Map)</i>	<input type="checkbox"/> Shell <input type="checkbox"/> Full w/ back <input type="checkbox"/> Sides only
<input type="checkbox"/> OTHER:	<input type="checkbox"/> Pit Extensions <i>(Covering steps & access to stage)</i>
	<input type="checkbox"/> Podium <input type="checkbox"/> Lectern
	<input type="checkbox"/> OTHER:

Sponsors must coordinate all equipment and locations requests with Managers of providing departments:

Facilities Operations - A/V - Facilities Use/Theatre/Athletic Operations

NON-SCHOOL VENDORS – Services And Equipment		
<input type="checkbox"/> Hot food will be prepared or heated*	Name:	Tel:
<input type="checkbox"/> Tents/Canopies* <i>(Must Attach Setup Map)</i>	Name:	Tel:
<input type="checkbox"/> DJ with own music/audio system	Name:	Tel:
<input type="checkbox"/> DJ with own dance lights	Name:	Tel:
<input type="checkbox"/> OTHER Write in:	Name:	Tel:

***Tents, canopies, charcoal, propane and stoves may require SM City permit and/or Fireman on duty.**

Food service vendors must be in compliance with all food safety regulations, licenses and permits

Detailed Map For Setups, Vendors And Special Requests: ATTACHED BOX BELOW