

**Form for "Use of the Gym and Stage During In-School Time"**

Please be sure to review the P.E. schedule before filling out the form. This is the Physical Education teacher's classroom. This form needs to be filled out at least five school days in advance of your requested date.

(Please submit this form to Michael.) Thank you.

Name of Teacher: \_\_\_\_\_ Date \_\_\_\_\_

Date requested: \_\_\_\_\_

Start time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

Purpose: \_\_\_\_\_

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Special Equipment needed (i.e. podium, chairs, etc.) \_\_\_\_\_

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Copy to: Classroom Teacher

Approved by Michael \_\_\_\_\_ Date \_\_\_\_\_

Not approved by Michael \_\_\_\_\_ Date \_\_\_\_\_

Reason for non-approval \_\_\_\_\_

Signature of Principal \_\_\_\_\_ Date \_\_\_\_\_

Michael will return this request form to the office within the day received for approval. Once approved, a copy will be returned to person(s) requesting use of the gym.

If not approved, Roddy will call a meeting with Michael, person requesting use of the gym, and himself to determine the schedule of use of gym during the school day.