

# PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 18, 2011

REVISED:

## 122-AR-4. REQUEST FORM FOR STUDENT MEETINGS

Student groups are expected to return the room(s), including furniture, to its original condition and configuration after each use. The contents of assigned room(s) are the private property of the school district. Seven (7) days prior to any meeting, the requesting student must give the principal the name of anyone attending the meeting who is neither a student nor a school staff member. When a copy of this form is returned with the necessary approval signatures, the group may begin its activities.

Return this form to the building principal for approval.

Student's Name: \_\_\_\_\_

Group's Name: \_\_\_\_\_

Description/Purpose of Activity: \_\_\_\_\_

Will nonschool individuals direct, conduct, control or regularly attend meetings?  Yes  No

Will decorations be used?  If yes, how will they be affixed? \_\_\_\_\_

Materials to be brought into/near building (be specific):

Material: \_\_\_\_\_

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

Activity Date(s): \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

How will students attending the meeting(s) be made aware that student discipline rules apply during the meeting and at all times while on school property?

They will be told by the student signing this form.

They will receive a written explanation.

Other: \_\_\_\_\_

By signing this form, you agree to comply with the Board policy and administrative regulations on student groups and meetings.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### Official Use Only

Date Request Received: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Received By: \_\_\_\_\_ Approved By: \_\_\_\_\_

Room(s) Assigned: \_\_\_\_\_

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's identification was verified by: \_\_\_\_\_