

**SOUTH MIAMI SENIOR HIGH SCHOOL
SPECIAL ACTIVITY/PLANT USE FORM**

(PLEASE PRINT)

Group/Organization Making Request: _____

Name of Faculty/Staff Member: _____

Type of Event: _____

Area/Room Requested: _____

Date: _____ Starting Time: _____ Ending Time: _____ Set Up Time: _____

Extra Custodial Help Required: Yes: _____ No: _____

Equipment Required: (Be Specific) _____

***Audio Visual requirements must be listed above and you must meet with the Audio Visual Department to discuss specifics.

MDCPS Police Required: Yes: _____ No: _____

School Security Monitors Required: Yes: _____ No: _____

(See Mr. Loughlin, Assistant Principal, to coordinate security coverage)

Chaperones: _____

(All events with paid admission and or spectators require chaperones. It is the responsibility of the coordinator of the event to list the names of all of the Chaperones on this or an attached sheet.)

GENERAL RULES:

- A. When using the Cafeterias all chairs and tables must be placed back in the original configuration of these items for normal operations.
- B. When using the Auditorium **NO FOOD, GUM OR DRINKS ARE ALLOWED INSIDE THE AUDITORIUM.** All major trash must be cleaned up prior to leaving the facility. All light must be turned off and entrances secured when leaving. See a custodian for assistance.
- C. When using the Gymnasium please adhere to the attached guidelines.
- D. Overtime pay is required for all custodians on dates and times that the school is normally closed (Weekends). The rate of pay is at the current rate of the Miami Dade County School Board.
- E. Custodians have full authority to enforce all regulations.
- F. Audio Visual request must be coordinated with the Audio Visual Department.
- G. Be sure to indicate all rehearsal dates and times if needed in this request.

Faculty/Staff Members
Signature

Media Center or PE Dept

AV Dept

Custodial Dept

Athletic Dept

Activities Office

Security

Administration