DANCE/PROM APPROVAL REQUEST

**This form, along with a “Fund Raising Request Form” and a “Staff Facilities Use Form” must be submitted at the same time to the Principal’s Office no later than ten (10) days prior to the date of the dance/prom.**

1. Date of dance/prom: ________________________________________________________________

2. Name of sponsoring group: __________________________________________________________

3. Location of event: _________________________________________________________________

4. Name of faculty advisor (lead chaperon) submitting this application: ___________________________
__________________________________________

Signature of faculty advisor/lead chaperon  Date

CHAPERONES:
Teacher chaperones: There must be at least three (3) faculty/staff chaperones in attendance at the event. Please list below:

____________________________________
____________________________________
____________________________________

Parent volunteers: The sponsoring group must arrange to have at least three (3) parent volunteers from three different families in attendance at the event. The sponsoring group must also arrange for at least one (1) alternate parent volunteer in the event someone has to cancel. Please list the names and phone number of these parent volunteers:

<table>
<thead>
<tr>
<th>NAME</th>
<th>TELEPHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ALTERNATE</th>
<th>TELEPHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
MUSIC/ENTERTAINMENT

Please indicate who will be providing music and list their contact information below.

_____ DJ  _____ live band  _____ other

Name/contact person ________________________________________________________________

Address: _______________________________________________________________________

Telephone: _______________________________________________________________________

POLICE

Will police presence be needed?  _____ YES  _____ NO

If yes, who will it be: _____________________________________________________________

*** PLEASE NOTE***

- Regular dances for high school students are allowed to run from 8:00pm to 11:00pm. (No one will be admitted to the dance after 9:00pm)
- High school prom is allowed to run from 8:00pm to 12:00am (No one will be admitted to the prom after 9:00pm)
- All dances for middle school are allowed to run from 7:00pm to 9:30pm (No one will be admitted to the dance after 7:30pm)

APPROVAL:

_________________________________________  _______________
Student Council President signature  Date

_________________________________________  _______________
Principal’s signature  Date

FOR OFFICE USE ONLY:
DATE REQUEST SUBMITTED TO OFFICE: __________________________

Reviewed: 9.18.2023; Updated 3.28.2024