

Activity/Dance Request Form

Name of activity: _____

Activity Date: ____/____/____

Location: _____ Room _____

All activities will begin at 9:00 p.m. and end promptly at midnight. Doors will close at 10:00 p.m.

Ticket Price: \$_____/Person \$_____/Couple Music Expense: \$_____

Eight (8) chaperones are required at every activity/dance. KHS Staff should account for at least five (5) of the chaperones. Without eight chaperones the dance will not be held.

1) KHS Staff	5) KHS Staff
2) KHS Staff	6)
3) KHS Staff	7)
4) KHS Staff	8)

The custodial staff must be notified of the activity prior to administrative approval.

Custodial Signature: _____

The police department must be notified of the activity prior to administrative approval.

Youth Services Officer Signature: _____

The KHS dance/activity rules must be put into the announcements for at least (4) days prior to the activity/dance.

Day 1 (Date)	Day 2 (Date)
Day 3 (Date)	Day 4 (Date)

- Those wishing to put on an activity/dance must secure a request form, complete and return it to the office in a timely manner in order to meet the requirements for approval
- The dress for the activity/dance will be the same as that listed in the student handbook for school, except in the case of a specified dress for the activity/dance (i.e. formal, semiformal, theme dance).
- All school rules of conduct will apply at activities/dances.
- Doors close at 10:00 p.m. Students arriving after 10:00 p.m. will not be allowed in unless other arrangements have been made prior to the day of the activity/dance with the principal.
- A student will not be allowed to return if he/she leaves the building.
- KHS students may bring one guest who does not attend KHS. All guests must be under the age of 21. All guests must be registered with the Principal at least 3 days in advance of the activity. Middle School, (grades 6-8), may not attend high school dances.
- Parents/community members may not attend dances unless they are chaperones.
- Parents/community members may attend coronation ceremonies.

Administrative Approval: _____

Activity/Dance Date Approved: ____/____/____