

WESTMOOR HIGH SCHOOL'S EVENT REQUEST PROCESS

Step 1

- Organization, Class, or Club completes the [Activities Request Form](#)

Step 2

- The Vice Principal will review the request.
- The Vice Principal will notify the requestor of the event's approval/denial.

Step 3

- The Student Activities Director will place approved events on the school calendar
- The Vice Principal will assign supervision, if necessary.

Step 4

- The Student Activities Director will apply for the Facilities Use Permit through [JUHSD's Civic Permits](#) request system.
- The Student Activities Director will forward the completed permit to the requesting party.

Step 5

- The event coordinator/club or class adviser will submit a [Maintenance Help Desk](#) ticket at least two weeks in advance to ensure their event has all the items necessary to be successful.

Step 6

- The event is held and is successful
- The organization responsible ensures that they clean up and return the space used to its daily set-up.

Step 7

- The organization responsible will be presented with a bill for the event by the school Account Clerk if the services used for the event are billable back to the club. (These services can include: Substitutes, Maintenance, security charges, and damages.)
- This can occur up to 60 days past the event date, so please plan accordingly.