



BOARD POLICY

122-1-AR-2-DRAFT-2 Request Form for Noncurriculum-Related, Nonschool-Sponsored, Student-Initiated Groups

POLICY NUMBER	VERSION	DOCUMENT STATUS	PRINTED
122-1-AR-2-DRAFT-2	v1.1	DRAFT	9/2/2026

122.1-AR-2 Noncurriculum-Related, Nonschool-Sponsored, Student-Initiated Groups Pursuant to Board Policy 122.1, students requesting to use school facilities must file this completed form with the building principal prior to meeting on school property for noncurriculum purposes. This form is to be completed annually or upon change in the student group's student representative or employee monitor. 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 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. Section A: For Office Use Only - To be completed by office staff upon student filing. School Year:

Building: _____ Principal: _____ Section B:
Student Representative - To be completed by founding student.

_____ Student Group Name:
_____ Student Representative:
_____ Are you the founding student
representative? Yes No Contact Number(s): (____) _____ - _____; (____) _____ - _____
_____ Students Officers & Titles:
_____ (if any)
_____ 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? Description/Purpose of Activity:
_____ Will nonschool individuals direct,
conduct, control or regularly attend meetings? Yes No If yes, please
explain: _____ Will decorations
be used? _____ If yes, how will they be affixed? _____ Materials to be brought into/near
building (be specific): _____ Date of Filing: _____ Desired
Meeting Locations: (1) _____ (please list two preferences:

(2) _____ I have read and agree to abide by the school facilities-use policies and administrative regulations for students groups. I understand that a violation of these rules by any member of this student group may result in revocation of individual or whole group permission to use school facilities during non-instructional times. Signature: _____ Date: _____

_____ (Student Representative) Section C: Employee Monitor - To be completed by voluntary monitor. Employee Monitor Name: _____

_____ I voluntarily agree to monitor this noncurriculum-related student group at its meetings and activities on school grounds. I understand that an employee monitor is to attend student meetings and activities in a non-participatory capacity and my role is to maintain order and protect District property. Signature: _____ Date: _____

_____ (Employee Monitor) Principal - To be completed by principal.

_____ Section D: Student's identification was verified by: The above student group meeting request is: approved denied for failure to follow group rules, regulations or procedures. Assigned meeting location (subject to availability): _____

_____ Signature: _____ Date: _____

_____ (Principal) © 2026 PSBA They will be told by the student signing this form. They will receive a written explanation. Other: _____

Legal References

No additional references listed.