

KENNETT INFORMATION SYSTEM FORM (ALSO KNOWN AS THE KIS FORM) REV. 10/18/16

Completed forms are to be submitted to the Main Office for review by the Administrative Team **no less than two weeks prior** to requested date of event.

Date of Submission: _____

Name/Group: _____

Faculty Contact: _____ Student Contact: _____

Type of Event: _____

Date(s) of Event:

Day	Date (i.e., 10/20/07)	Start Time of Event	End Time of Event	Time Building to be Opened*	Time Building to be Closed*
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

***Be sure to include set-up and clean-up time.**

Location of Event (circle all that apply): Gym, Student Cafe, Library, Hallway, Classroom(room #): _____,

Other: _____

Is the event open to the public? **YES** or **NO**

Is there an admission charge or entry fee? **NO** or **YES** If so, amount \$ _____ .

Will food and/or beverages be available? **NO** or **YES** – Explanation: _____

Chaperones: All large events such as dances, presentations, etc. MUST have an Administrator that YOU secure to be present at the event prior to submitting this form!

All events & club meetings are required to have one faculty member present.

Dances require: Six adult chaperones (four must be KHS faculty members) and one administrator are required.

Chaperones and administrator to be secured prior to submission of KIS form.

ADMINISTRATOR NAME: _____ Initial in agreement: _____

KHS FACULTY MEMBER Name: _____ Initial in agreement: _____

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KHS FACULTY MEMBER Name: _____ Initial in agreement: _____

Other Adult Chaperones/Non –School Employee if applicable -

Name _____ Background Check Complete (on file at SAU9) Yes No

Name _____ Background Check Complete (on file at SAU9) Yes No

Explanation of Request (i.e., club formation, etc.): _____

Items you will need (circle all that apply): Table: # _____, Chairs: # _____, Tech Assistance (explain): _____

Other: _____

****SEE REVERSE SIDE FOR ADDITIONAL INFORMATION AND APPROVAL RATING****

-----Administrative Use-----

Action Taken: **Approved** **Denied** **Tentative Approval** (conditions must be documented as complete and the form returned to the main office by _____.) Date Reviewed: _____

Additional Requirements or Comments: _____

ADDITIONAL REQUIREMENTS:

- Request for Police Coverage for Event (form available at the main office). Please attach **copy** of completed form. Required for **all dances** and some public events, as determined by administration. Once the event has been approved, you may have the main office fax the Request for Police Coverage for Event form to the Conway Police Department.
- Request for Room Use Form (form available at main office). Please submit completed form to Leslie Sheaff. Check tentative date with Leslie Sheaff prior to submission of the KIS form.
- Posters advertising the event may not be hung until the event has been approved. A sample poster should be attached to this document. (Please see poster procedures on the reverse of this form.)
- Dance Procedures on the reverse of this form.

Poster Procedures

Please remember that any poster to be hung in the building must be approved by administration. Once posters have received the actual APPROVED stamp, they may be posted. Only a few posters advertising the event need to be hung, ideally they should be hung on the bulletin boards by the water fountains. Only the blue painter's tape is to be used to hang signs if they are hung on walls -- Please do not use scotch tape, masking tape or duct tape! It is also the responsibility of the sponsoring group to be sure that all posters have been removed once the activity has taken place.

Dance Procedures

1. Students who are not enrolled at Kennett High School or who are not home-schooled from the Kennett school district may not attend Kennett dances unless attending as the guest of a currently enrolled KHS student or Kennett school district home-schooled student. Those wishing to bring a guest must complete a Request to Attend School Function form (available online at www.khsmwv.com or at the school's main office). This form must be submitted a minimum of 5 school days before the event. The KHS student who brings a guest will be held responsible for the actions of the guest. The KHS administration reserves the right to deny guest approval. A photo ID of the guest and a copy of the approved guest request form may be requested at the time of admission. (This information is also included on the Request to Attend a School Function form.)
2. Students leaving the dance leave for good. They may not re-enter.
3. Students who are suspected of drug or alcohol use during the evening or who are in possession of drugs or alcohol will be turned over to the policy officer on duty.
4. No food or drink allowed in the gym. Students may not bring food or drink into the building. Water may be purchased from the concession stand and consumed in the hall area outside the gym doors.
5. Coats or purses are not allowed in the gym. No backpacks are allowed in building. No shoes allowed in the gym, this includes sneakers.