

*Senior Prom 2018 guest passes due by April 13<sup>th</sup>*  
**Berkeley High School Guest Pass**  
**Rules & Instructions**



The hosting BHS student must present a **COMPLETED** guest pass at the time of purchase. Without the form properly completed, a ticket for a guest from outside Berkeley High School cannot be purchased and the guest will not be permitted at the event.

**RULES AND REGULATIONS**

The guest must meet and agree to the following rules and regulations:

- 1.) Students must not have any discipline issues prior to the event at their accredited institution.
- 2.) Guests must be 20 years of age or younger by the date of the dance.
- 3.) Guests must have a valid ID for entry into the event.
- 4.) Ins and outs will not be permitted.
- 5.) BHS administrators or safety officers reserve the right to deny a guest initial entry to the event before or at the event. If this is the case, a refund will be given.
- 6.) Use of, under the influence, or possession of drugs or alcohol, fighting, or possession of dangerous items will result in immediate expulsion from the event and summoning of the proper authorities.
- 7.) Guests must abide by any additional rules specific to the event as written on event information sheets and on signs at the event.
- 8.) Anyone who fails to abide by the rules and expectations of Berkeley High School and those outlined above will be escorted out the event at the discretion of supervising adults. No refund will be given.

**INSTRUCTIONS FOR COMPLETION**

**A. On the backside, titled “BHS Guest Pass”:**

1. Fill out the student and guest basic information.
2. Have the guest’s school administrator sign the form showing their approval.
3. If the guest is not in school, have two references leave their info on this form.
4. Be sure the BHS student and the guest read and sign the statements of understanding.

**B. Attach the following to the BHS Guest Pass:**

1. A copy of the guest’s school administrator’s business card (if guest is a student).
2. Photocopy of a valid ID card for the guest (school ID, driver’s license, passport, or other official ID). Ask your school, library, or a local copy shop to make a copy.

**C. Once all info is provided and documents attached:**

1. Make a final review of the rules and regulations once again before the event.
2. The BHS student must present the BHS Guest Pass and attached documents when purchasing a ticket for his/her guest no later than three days before the event.

*If you have any questions regarding the BHS Guest Pass or wish to speak directly to someone you may email John Villavicencio, BHS Director of Student Activities at [johnvillavicencio@berkeley.net](mailto:johnvillavicencio@berkeley.net) or call 510.644.8990*

# BHS Guest Pass

## STUDENT & GUEST BASIC INFORMATION

Name of BHS student hosting the Guest \_\_\_\_\_ ID# \_\_\_\_\_

Name of Guest \_\_\_\_\_

Address of Guest \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Guest's Phone Number ( ) \_\_\_\_\_ - \_\_\_\_\_

Name and relation of **Emergency Contact** for guest \_\_\_\_\_

Phone Number of Emergency Contact ( ) \_\_\_\_\_ - \_\_\_\_\_

**\*\*BE SURE TO ATTACH A PHOTOCOPY OF THE GUEST'S ID\*\***

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## APPROVAL OF GUEST BY SCHOOL OR REFERENCES

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

**Business card of administrator needs to be attached for pass to be valid.**

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**If guest is not currently a high school student, two adult (age 25+) references are needed:**

\_\_\_\_\_  
Reference #1: Name, relation

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reference #2: Name, relation

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

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**PLEASE READ AND SIGN BELOW. UNSIGNED GUEST PASSES WILL NOT BE ACCEPTED.**

**BHS STUDENT:** *I have reviewed the rules and regulations with my guest and will inform him/her of the specific rules and regulations around this particular event.*

\_\_\_\_\_  
Signature of BHS STUDENT

\_\_\_\_\_  
Date

**GUEST:** *I have read the rules and regulations, and understand them clearly. I verify all information is correct and I understand I will not be permitted into the event without a photo ID.*

\_\_\_\_\_  
Signature of GUEST

\_\_\_\_\_  
Date