

# Belleville High School - Prom Guest Application

**Must be completed for current BHS guests and non BHS guests**

501 West Columbia, Belleville, MI 48111  
Phone: (734) 697-9133 Fax: (734) 697-6551

## **Guest Pass Application Due: Wednesday, March 16<sup>th</sup> by 2:40 P.M. No Exceptions**

- **Prom:** Friday, May 20, 2022 - 7:00 P.M. - 11:00 P.M. at Laurel Manor  
39000 Schoolcraft, Livonia, MI 48150. **Doors close at 8:30PM**
- **Ticket Sales:** Tickets are **\$75.00 per person** and can **ONLY** be purchased through PaySchools found on the BHS website until April 8, 2022 (**LAST CHANCE!**)
- You must choose your table on **Wednesday, April 27, 2022** during all lunches. Your selection may not be changed.

## **IMPORTANT APPLICATION INFORMATION:**

1. **We reserve the right to deny any guest pass for any reason**
2. Any guest pass applicant with behavior problems at his/her former/current school or with the police department will be denied
3. No middle school students
4. Guests who are 21 or older on or before May 20, 2022 will need administrative approval. Guests are responsible for setting up an appointment with Mrs. Green or Mr. Roberson seeking approval.
5. No late applications will be accepted **FOR ANY REASON**
6. **INCOMPLETE** applications will be denied immediately
7. **ALL DECISIONS ARE FINAL**

## **STEPS TO COMPLETE AN APPLICATION:**

1. Section 1 is to be completed by the current BHS student and parent.
2. Section 2 is to be completed by the current BHS Guest (**underclassman attending prom**) and parent.
3. Section 3 is to be completed by the possible guest (**non BHS students**) and parents.
4. Section 4 is to be completed by the possible guest's current school or employer. (**Sorry, any applicant who cannot provide section 4 will be denied**)

## **GUESTS WHO ARE **NOT** BHS STUDENTS:**

- *If he/she is a high school student at another school:*
  - Guest Passes are to be completed by an administrator at the guest's current high school.
- *If he/she is not in high school anymore:*
  - A completed Guest Pass Application
  - A copy of a valid driver's license **and** proof of college status **OR** a letter of recommendation from their current employer. **The letter of recommendation should include the following:** A

statement of character regarding the applicant, name or advisor/employer, contact number and signature.

### **COMPLETED APPLICATIONS:**

- **If the guest is still in high school**, the application **must be faxed** to (734) 697-6551.
- **If the guest is a BHS student**, the application must be delivered to the main office
- **If graduated**, the application can be faxed or hand delivered to the main office.

**All completed applications are due by Wednesday, March 16, 2022 NO LATER THAN 2:40 p.m.**

**ANY INCOMPLETE APPLICATIONS WILL BE DENIED!**

**ALL DECISIONS ARE FINAL!**

## **Belleville High School - Prom Guest Pass Application**

501 W. Columbia, Belleville MI 48111 (734) 697-9133 fax: (734) 697-6551

### **Prom Guest Pass Rules and Guidelines:**

- Masks are mandatory to attend Belleville High School Class of 2022 Prom on May 20, 2022 at Laurel Manor. Masks must be worn during the attire event with the **exception** of dinner time.
- Belleville High School Dances are for high school age students.
  - *Middle school students are prohibited.*
  - *Possible guests over the age of 21 need to make an appointment to meet with Mrs. Green or Mr. Roberson to gain permission.*
- **We reserve the right to deny any guest application for any reason.**
- In order to gain admittance to the dance, the guest must arrive with the BHS student and present a photo ID at the door the evening of the dance. Guests without ID will be refused entry, as we don't know who you are, and have no way of checking.
- Any guest not following policies or behaving inappropriately will be asked to leave along with their BHS sponsor.
- BHS students who wish to get a guest pass for Prom must completely fill out the request form by the date required. Guests must arrive and leave with their prom date.
- Any inappropriate behavior during the BHS prom event(s) could result in disciplinary action, possibly including the inability to attend Commencement/Senior Party.
- *If you are not currently in high school, college, or working...chances are likely you won't receive a guest pass to a Belleville High School dance.*
- The guest pass application is due by **WEDNESDAY, March 16<sup>TH</sup> to Belleville High School Main Office by 2:40 P.M.**

BHS student Print First and Last Name: \_\_\_\_\_

BHS Guest student Print First and Last Name: \_\_\_\_\_

## Section 1: BHS Student and Parents (BHS Senior)

### RESPONSIBILITY STATEMENT:

As a Belleville high student, I fully understand that all school rules apply to my guest and I will take the responsibility of informing my guest of these rules.

Printed Name of Belleville Student	Student Number	Phone #	Email
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Printed Name of Belleville Student's Parent or Guardian

Signature of Belleville Student

Signature of Belleville Student's Parent or Guardian

## Section 2: BHS Guest (underclassmen attending prom)

As a guest to the BHS prom, I fully understand that all school rules apply and I will take the responsibility of following these rules.

Name of Guest	Date of Birth	Age
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Complete Address	City, State, Zip
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Parent/Guardian of Guest's Signature

Guest Signature

Belleville High School

Belleville

Guest's **Current/ Past** High School

In what City

Grade level

## Section 3: Non-BHS Guest

As a guest to the BHS prom, I fully understand that all school rules apply and I will take the responsibility of following these rules.

Name of Guest	Date of Birth	Age
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Complete Address	City, State, Zip
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Parent/Guardian of Guest's Signature

Guest Signature

Guest's **Current/ Past** High School

In what City

Grade level (if applicable)

BHS student Print First and Last Name: \_\_\_\_\_

BHS Guest student Print First and Last Name: \_\_\_\_\_

## Section 4: Guest's Supporting Documents

- We need you to **prove** that you're going to be an **asset** to our event.
- With that in mind, we require that you provide us with the following items:
  - **Copy of an ID.**
    - If you're in school, a current school ID will work.
    - If not, a current Driver's License or State Issued ID will also work.
  - **One of the following three items:**
    - A signature from an **Assistant Principal / Principal** at your current high school.
      - This must be faxed from *your guest's school* to our school.
      - It is YOUR responsibility to ensure that this form is faxed by the deadline. If that means checking in with BHS student council lead advisor or calling the school, etc., YOU must do that. If this document is not received by the deadline, your application will be considered incomplete and will be denied.
    - Copy of your latest College registration statement.
    - A written and signed letter from your employer explaining your work habits, general demeanor and behavior, with employer contact information.

**Please use the following checklist to ensure you have all required information:**

_____	Completed, signed section one
_____	Completed, signed section two if applicable
_____	Completed, signed section three if applicable
_____	Copy of guest's current ID (school or state)
_____	Signed & faxed administrator referral from guest's current high school OR
_____	Copy of latest college registration statement OR
	Signed letter from current employer with contact information

BHS student Print First and Last Name: \_\_\_\_\_

BHS Guest student Print First and Last Name: \_\_\_\_\_

**This section is to be completed by an ADMINISTRATOR at the GUEST'S high school**

**PLEASE FAX this to BHS Student Council Lead Advisor after you complete this section**

FAX #: 734-697-6551

As an **Administrator/Counselor** of the aforementioned school, I verify that the student named as "guest" is a student in good standing at our school and that the guest information is correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Administrator or Counselor

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of administrator

\_\_\_\_\_  
School

\_\_\_\_\_  
School Contact Phone #

**MUST BE RECEIVED BY WEDNESDAY, MARCH 16<sup>TH</sup> AT 2:40 PM**