

**Mercy High School**  
2750 Adeline Drive, Burlingame, CA 94010 650-343-3631  
**GUEST REQUEST FORM**

Mercy High School student, \_\_\_\_\_, requests that her GUEST, \_\_\_\_\_, attend the Mercy Formal at The SF Galleria Design Center on January 24th, 2020, from 7:00pm to 10:00pm.

**This application must be completed and returned to  
Coach RG at Mercy High School by Wednesday, January 22nd, 2020.**

Mercy High School Student and Guest agree to abide by the following policies:

1. Guest must bring current student photo ID to present at event.
2. Mercy High School Student must enter event and leave event with guest.
3. Mercy High School Student is responsible for the behavior and demeanor of the guest.
4. Guest should not be under the jurisdiction of the California probation system.
5. Student and guest are subject to Mercy High School's rules and policies regarding behavior and dress code.

**DRESS CODE:**

- **All students (male and female) are expected to wear formal attire and to dress appropriately. It is the responsibility of the Mercy student to inform her guest of these expectations.** Students and guests with appropriate attire will encouraged to enter the dance. All items are the students' responsibility during the entire evening.
- **Students:** While there are many options for formal attire, we expect that students will abide by the guidelines when buying their perfect outfit. Students are expected to wear classy attire. Clothing items listed below are encouraged:
  - o Full length comfortable dresses with skirt longer than 5 inches above the knee and slits to mid thigh
  - o Dresses with solid material around midriff
  - o Necklines that cover cleavage
  - o Backless attire that is above waistline
  - o Suits or tuxedos and a collared shirt with a tie and dress shoes
  - o Shirts that cover cleavage and buttoned at all times
  - o Formal hats outside building

\*\*\* If there are any questions as to whether a particular dress is appropriate prior to the event, students should check with Coach RG.

6. All high school guests must receive administrative approval and parent's signature, even if guest is over the age of 18.
7. Guests who attend college may sign their own Guest Request form, but a completed form must be submitted. A guest must be under the age of 20.
8. Check-in time is from 7PM to 8PM. Everyone is required to remain at the event until 9:30 PM. Once a student and guest exit the event, they will not be allowed to return.

**GUEST:** I have read and agree to abide by all the rules of Mercy High School.

Print Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone # \_\_\_\_\_ Date \_\_\_\_\_ Name of school you attend: \_\_\_\_\_  
Parent's Signature \_\_\_\_\_ Parent's Phone # \_\_\_\_\_  
Guest's Signature \_\_\_\_\_

**ADMINISTRATOR OF GUEST'S SCHOOL: (Please attach a business card)**

I verify that \_\_\_\_\_ is a student in good standing and is eligible to attend dances and events at our school and therefore eligible to be a guest at a Mercy High School event.

Administrator's Signature \_\_\_\_\_ Phone # \_\_\_\_\_