



## River Valley School District FACILITY USE REQUEST

Revised March 28, 2017

Route prior to Principal approval:

- Business Manager
- Food Service Supervisor
- Theatre Director

**This form must be completed by all individuals when requesting the use of District facilities/grounds.  
All requests must be submitted at least two (2) weeks prior to the event.**

### Applicant Information

Name:		Telephone:	
Address:			
Organization:			
Purpose of use:			

### Facilities Information

Name of Building:			
Specific rooms/locations requested:			
Date of event:		Time of event: (start to finish)	
Dates/Times to be used prior to the event for practice/rehearsal:			

### Equipment Information

Indicate below all equipment and materials (including quantities) that will be needed for the event.

**Note: District-approved AV technicians are required for use of the PA system and Stage Lighting in the Auditorium.**

Equipment requested:			

Check box if special set-up is required. Please attach a diagram to this request.

### Fees and Charges (to be completed by Business Manager)

Group classification:			
Deposit:		Rental fee:	
Estimated Charges:	Custodian:	Food Service:	AV Technician:
<b>Custodian hourly rates including benefits: Saturday \$33.09, Sunday \$44.12</b>		<b>Food Service hourly rates including benefits: Saturday \$23.97, Sunday \$31.96</b>	
		<b>AV Technician hourly rate: \$10.00</b>	
Fees resulting from damage:			

### AV Technician to be assigned by Theatre Director

AV Technician assigned by District:		Telephone:	
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**“Home of the Mustangs”**

## Rules and Regulations

1. **No alterations are to be made to district facilities.** If the space requested does not accommodate the needs of the group, the applicant is to contact the Buildings/Grounds Supervisor to discuss the situation. The Buildings/Grounds Supervisor will review the request and make a determination if alterations can be made. Any approved alterations must be completed under the supervision of the Buildings/Grounds Supervisor or designated staff. The applicant is responsible for completing any approved alterations, and must return the facility to its original condition after use.
2. **Alcohol, tobacco, or drugs are not permitted on school district property at any time. Food or drinks of any kind are not permitted in the auditorium or gymnasium during any function.** Food and drinks are restricted to the cafeteria.
3. **Auditorium: A district-approved AV Technician is required for the operation of the PA system and Stage Lighting. The fees for an AV Technician are \$10.00 per hour, and are paid directly to the AV Technician by the organization at the conclusion of each day.**
4. The sponsoring organization using the facility is responsible for having adequate adult supervision for their program. Furthermore, the sponsoring organization is held responsible for the activities and conduct of their participants and other program attendees. Only individuals associated with the organization or attending the function are permitted in the building
5. The sponsoring organization and its participants/attendees are only permitted to use the facility requested, and are not permitted in other areas of the building.
6. The organization using the district's facilities will be held responsible for any damage that occurred during the time that they are using the facilities.
7. **Fees:** Organizations using district facilities are responsible for the cost of any custodial, food service, or AV technician expenses. Billing for fees and charges will be sent after the program is completed.
8. The River Valley School District is not liable for accidents or injuries incurred on district property during an organization's program outside of the regular school-sponsored activities.
9. Applicant must be present during the time that the organization and event is in the building. Multiple applicants are permitted to sign this form. REMINDER: Facilities may only be used if a custodian or district representative is in the building.
10. District-sponsored activities receive priority over outside organizations/events. Organizations using district facilities must work around district events. In the event that a conflict develops between a district-sponsored event and an upcoming event by an outside organization, the sponsoring organization will be notified immediately. If school is closed or not in session, evening activities are canceled.
11. Questions regarding the use of district facilities should be directed to the Buildings/Grounds Supervisor or the Building Principal.

**I have read and understand the rules and regulations listed above regarding the use of River Valley School District facilities. I agree to abide by the rules/regulations listed above, and will be responsible for any charges or damage incurred from this Facility Use request.**

Applicant Signature:		Date:	
Approval by Theatre Director:	(if applicable)	Date:	
Approval by Food Service Supervisor:	(if applicable)	Date:	
Approval by Building Principal:		Date:	

**Copy and distribute this approved form to the following appropriate individuals:**

Applicant	Buildings/Grounds Supervisor	Business Manager	Theatre Director
Classroom Teacher	Food Service Supervisor	Building Principal	Superintendent

**“Home of the Mustangs”**