



RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street ≈ Spring Green, Wisconsin 53588 ≈ Phone: 608-588-2551

830-Exhibit

FACILITIES USE REQUEST FORM

NOTE: Read "Facilities Use Regulations" on the back of this form before completing this form.

* Name of Individual/Group: _____

Name of Group Representative: _____

Address: _____

Telephone Number: _____

* Facility Requested: _____

Date(s) of Usage: _____

Time of Usage (note a.m. or p.m.): _____

Purpose of Usage: _____

Equipment to Be Used or Rented: _____

* Will an admission fee be charged? YES NO

* Do you need keys/security code for gaining entrance to the building? YES NO

Comments: _____

I hereby agree that I understand the following:

Liability Insurance - The school district does not provide insurance for this use. I/We must provide insurance to insure that I am/we are protected against liability.

Damage Reimbursement - I/We must reimburse the school for any damage to equipment, chairs, furniture, building, etc. The reimbursement shall be determined by the River Valley School Board. Depending on the extent of damages, there is the potential denial of future use.

Prohibition of Alcohol/Tobacco - Use of tobacco, alcohol, or any controlled substance is prohibited in all school facilities, school vehicles, and all school premises.

Clean-Up - I/We must clean up the facilities used or I/we may be charged for clean-up. Clean-up includes checking restrooms for cleanliness or misuse, turning off lights and heat, and securing/locking building. Additionally, all materials brought into the building must be removed at the conclusion of use.

Fees - I/We must pay all fees prior to the use of the facility.

Signature of Individual or Group Representative

Date

TO BE COMPLETED BY BUILDING PRINCIPAL/ADMINISTRATIVE BUILDING COORDINATOR:

Approved Denied

* Rental Fee: \$ _____
(All fees are to be paid prior to the use of the facility.)

Comments: _____

Signature of Building Principal/Administrative Building Coordinator

Date

Copies of this form to be sent by Building Principal/Administrative Building Coordinator to:

1. Individual or Group Requesting Use of School Facilities
2. District Administrator
3. Athletic Director (if facility requested is a gym)

REVISED: March 12, 1998

APPROVED: March 26, 1998

REVISED: June 8, 2000

APPROVED: July 13, 2000

APPROVED: October 21, 2004

REVISED: November 18, 2010

APPROVED: December 9, 2010

*** See #10. Fee Schedule on the back of this form.**
(All fees are to be paid prior to the use of the facility.)