

Riceville Community School District
REQUEST FOR USE OF SCHOOL FACILITIES BY OUTSIDE GROUPS
 As per Board Policy 902.7

Group Information

Requested By _____ Date of Request _____
 Organization _____ Telephone # _____
 Address _____

Use of Property Information

Building Requested _____
 Areas needed (list all) _____
 Equipment Needed _____

Activity Information

Do you have school employee supervision:
 Yes (name) _____
 No * If no, a custodian or staff member will be assigned with a charge.
 Describe the activity _____

Requested date/s of Activity _____

Time of arrival (including preparation time) _____ (a.m. / p.m.)

Estimated time of departure _____ (a.m. / p.m.)

I, the representative of the renter organization, agree that it is the renter that is responsible for the proper use of property and shall pay for all damage other than the normal wear. A copy of the completed request form will be returned to the address above.

Requesting organization _____ By _____

For School Use only- (Return one copy to the Supt. Office)

<u>Classification of Group</u>	<u>Insurance Required *</u>	<u>Charges</u>
_____ School sponsored activity	N/A	N/A
_____ Student activities or youth org.	No	No
_____ Non-Profit community org.	Yes	(unless waived by Supt)
_____ Other organization	Yes	(unless waived by Supt)
_____ Private Parties	Yes	(unless waived by Supt)

*Note: If an insurance certificate is required the certificate must accompany this request.

Staff member assigned supervision (if no one assigned above) _____

Estimated charge(s)
 Building use \$ _____ Custodial \$ _____ Equipment \$ _____ Total \$ _____

 Building/Activities Director Approval

 Superintendent's Approval