

# *Ridgway Area School District*

## REQUEST AND CONTRACT FOR USE OF SCHOOL FACILITY

### **What is the Purpose of the Form?**

This form is to be used by all groups or individuals who want to use the school facilities or grounds.

### **Who Should File the Form?**

A representative of the group or the individual user should complete the form and return it to the High School Office for use of the Middle/High School Complex or to the Elementary Office for the use of the Elementary Complex.

### **When Should the Form be Filed?**

The form should be filed at least one week prior to the given use. Late applications will be accepted on a case by case basis. If Sunday use is requested, the request must be received at least one (1) week prior to the regular School Board meeting (first Monday of the month).

### **Special Notes:**

Changes will be invoiced based on school policy.


Revised: January 2010

**RIDGWAY AREA SCHOOL DISTRICT  
REQUEST & CONTRACT FOR USE OF SCHOOL FACILITY**

Name of Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Purpose or Use: \_\_\_\_\_

Month/Day/Year	School (Choose One)	Area to Be Used	Time In	Time Out	Purpose
	MS/HS ELEM.				
	MS/HS ELEM.				
	MS/HS ELEM.				
	MS/HS ELEM.				

 **If additional days are requested please attach a calendar with additional dates to this form**

Will admission be charged? \_\_\_\_ Yes \_\_\_\_ No      Is this a revised form? \_\_\_\_ Yes \_\_\_\_ No

Are the services (sound) of the light and sound director required? \_\_\_\_ Yes \* \_\_\_\_ No

Are catering services to be provided by the School District? \_\_\_\_ Yes \*\* \_\_\_\_ No

Individual responsible for the care and control of facility and for fees and charges incurred by use of this facility:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_ (home) \_\_\_\_\_ work

Please indicate group classification from **Policy 707**    A    B    C (final determination by Superintendent)

In signing the contract, I hereby indicated that I have received and read **Policy 707** of the Ridgway Area School District and that I and the organization that I represent hereby agree to abide by the terms of such policy. I have also read and agree to abide by the "Additional Rules of Use".

\_\_\_\_\_  
Representative of Organization/ Date

Approval/Denial for your building only – please initial & date

**APPROVED**

**DENIED**

**DATE**

Elementary Building Principal: \_\_\_\_\_

\_\_\_\_\_

High School Building Principal: \_\_\_\_\_

\_\_\_\_\_

Athletic Director(if sports facility is use) \_\_\_\_\_

\_\_\_\_\_

Superintendent: \_\_\_\_\_

\_\_\_\_\_

<b>CHARGES:</b>	<b>DATE BILLED:</b> _____	<b>INVOICE #</b> _____
Rental Fee: _____		
Custodial Fee _____		
when the light and		
Cafeteria Service _____		
sound system.\		
Other (damages) _____		

\*Groups B & C will be assessed the hourly contractual fee  
sound director is needed to set up and operate the

## ADDITIONAL RULES

1. Please contact the school office to arrange entrance when using the building during non-school times. No one should be in the building without proper supervision and no one should be in the building that is not directly associated with the activity listed on the form.
2. For events with over 100 participants, consideration should be given to the use of paid security and the presence of medical personnel and ambulance. The District is not liable for lack of security or safety personnel.