

**Riddle School District 70**

Code: **KGE-AR**  
Adopted: 11/28/01  
Orig. Code(s): None

**Building, Equipment and Grounds Use Request**

Date Submitted: \_\_\_\_\_

Your submission of this form one week in advance will assist us in planning for your use of the facility/equipment. The Board encourages community members/groups to use these facilities/equipment. Please use them carefully.

I, \_\_\_\_\_ make application on behalf of \_\_\_\_\_  
Organization/Individual  
for use of Riddle School District facility/equipment \_\_\_\_\_ on \_\_\_\_\_ have  
Date  
the building open by \_\_\_\_\_ AM/PM and will use it until \_\_\_\_\_ AM/PM.  
The type of activity we will be using the building for is \_\_\_\_\_. Special  
equipment need: \_\_\_\_\_

I understand that I will be responsible for the facility and equipment contained within. Further, I understand that the school is not liable for any injury sustained while using the facility. Also, I will see that the following rules are followed:

1. No street shoes on gym floor;
2. Will not use unless specific permission is given, school athletic equipment and supplies; i.e., balls, towels, etc.;
3. Adequate supervision will be maintained;
4. Will not allow unauthorized persons in the facility who are not in the above organization or group;
5. Will clean up before leaving (replace desks, chairs, tables, bleachers, etc.);
6. Smoking is prohibited except outside the building;
7. Alcoholic beverages are not permitted on school property.

Person Responsible:

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Is your group a profit-making organization?  Yes  No

Principal's Signature \_\_\_\_\_