

Riddle School District 70

Code: **KGE-AR**
Revised/Reviewed: 11/28/01; 1/21/15
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 _____ a.m./p.m. and will use it until _____ a.m./p.m.

The type of activity we will be using the building for is _____.
Special equipment needed: _____

I understand that I will be responsible for the facility and equipment contained within. Further, I understand that the school and/or district 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 (e.g., 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 _____ Date _____