

Rock Valley Community Schools USE OF FACILITIES - APPLICATION FORM

The undersigned applicant has made application for the use of the school building designated below. The applicant will provide police protection at its own expense, if necessary, to maintain order and to properly protect the building.

Please see attached Rules for Rental of School Facilities for the proper use of school facilities.

Building: _____ Purpose: _____
 Date: _____ Hours: _____

Please mark all areas/items you will need for your event. Thank you.

- | | |
|---|---|
| <input type="checkbox"/> Liaboe Auditorium \$ _____
Seating requirements on stage _____
Tables required on stage _____
Stage curtain and attendant _____
Spotlights _____
Microphones _____
Podium _____
Table _____
Other equipment _____ | <input type="checkbox"/> Gymnasium – High School \$ _____
Seating _____ Scoreboard _____
Public address system _____
Matron _____ |
| <input type="checkbox"/> Commons – High School \$ _____
Seating requirements _____ | <input type="checkbox"/> Gymnasium – Elementary \$ _____
Seating _____ Scoreboard _____
Public address system _____
Matron _____ |
| <input type="checkbox"/> Kitchen – High School \$ _____
Caterer _____ | <input type="checkbox"/> Commons - Elementary \$ _____
Seating requirements _____ |
| <input type="checkbox"/> Building Use Fee \$ _____
Room Use fee = \$35.00 | <input type="checkbox"/> Kitchen - Elementary \$ _____
Caterer _____ |
| <input type="checkbox"/> Equipment Fees \$ _____ | <input type="checkbox"/> Computer Lab \$ _____
\$50.00/hour |
| | <input type="checkbox"/> ICN Room \$ _____
\$12.50/hour |

***TOTAL FEE \$** _____
 *Additional charges will be billed at his/her hourly rate for school personnel needed during your function.

NEED FOR CERTIFICATE OF LIABILITY
 (Need is to be determined by Superintendent)

		Our organization agrees to be financially responsible for any claims resulting from the use of the Rock Valley Community School District facilities.
date	initial	

Name of Organization making application: _____
 Name of person making application: _____
 Address: _____
 e-mail address: _____ Phone # _____

 (Signature of Applicant) (Date)

Administrative Approval

High School Principal		Date
Elementary Principal		Date
Athletic Director		Date
Superintendent		Date

Copies to:
 Custodian
 Kitchen
 Technology

Building Rental Fees

High School Gym

Non-Commercial - \$125.00
Commercial - \$250.00

Liaboe Auditorium (High School)

Non-Commercial - \$125.00
Commercial - \$250.00

High School Commons

Non-Commercial - \$125.00
Commercial - \$250.00

High School Kitchen - \$50.00*

Building Fee

Room Rental - \$35.00

Equipment Rates - (For Use In Our Building ONLY)

VCR/Projection System - \$20.00
Overhead Projector - \$10.00
Music/Sound Equipment - \$20.00

Elementary Gym

Non-Commercial - \$125.00
Commercial - \$250.00

Elementary Commons

Non-Commercial - \$125.00
Commercial - \$250.00

Elementary Kitchen - \$50.00*

ICN Room - \$12.50/hour

Broadcast fees are the renter's responsibility

Tables - \$2.00/table (includes chairs)

Computer Labs - \$50.00/hour

(does not include set-up)

***All rentals must have a school employee present and if a rental includes a kitchen, a cook must also be present and in charge. Additional charges will be billed for school personnel at their hourly rate* and any janitorial needs before, during and after your function at their hourly rate*.**

*This rate is generally overtime.

*Non-commercial is defined as not charging an admission to attend your function.

*Commercial is defined as charging an admission to attend your function.

RULES FOR RENTAL OF SCHOOL FACILITIES

1. Absolutely NO alcoholic beverages on school property.
2. NO smoking on school property.
3. School facilities will NOT be rented on a holiday.
4. Notify the school a minimum of 2 days prior to your function to make arrangements for setting up.
5. School personnel must be present and in charge of your function.
6. You are responsible for setting up of chairs and tables and putting them away.
7. You are responsible for sweeping the floors.
8. You are responsible for wiping off tables.
9. You are responsible for putting away all pots, pans, dishes, silverware, etc.
10. You must report and be responsible for any damaged or broken items.
11. You must leave the facility in the same condition as you found it.
12. Rental payments are to be made out to Rock Valley Community Schools.
13. A certificate of Liability Insurance may be required with signed rental agreement.
14. Superintendent may alter provisions according to need and situation.

Any questions, please call the high school office at 476-2701.

THANK YOU FOR YOUR COOPERATION!