

School District of Black River Falls
Application for the Use of District Facilities or Other Property
Applicants shall submit this form to the appropriate building principal for review and approval.

School/Property Requested: _____

Room/Area Requested: _____

Date(s) Requested: _____ Estimated Number in Attendance _____

Start Time: _____ End Time: _____ Use of kitchen or equipment? Yes _____ No _____

Use of Concessions Area? Yes _____ No _____ Middle School or Field House Concessions (Circle one or both)

Describe the intended use of the facilities or other property. _____

Will the intended use benefit students? If so, how? _____

List district equipment requested for use along with the facility or other property. _____

TO BE COMPLETED BY BUILDING PRINCIPAL:

Rental fee for district facilities or other property (Appendix A) \$ _____

Additional Fee for Using Facilities or other property (830-Rule I.B.2) \$ _____

(Required if over six (6) hours – Addtl \$5/hr resident or \$10/hr non-resident)

Certificate of Insurance required for activity (830-Rule I.A.1.c) Yes _____

Actual Costs to be billed after event:

Custodial Supervision (830-Rule I.B.2.b) (Billed for actual time) Yes _____

Event Supervision (830-Rule I.B.2.b) (Billed for actual time) Yes _____

Kitchen Supervision (830-Rule I.B.2.b.) (Billed for actual time) Yes _____

Name of Organization: _____

Person in charge: _____ Email Address: _____

Billing Address: _____

Contact Phone #: _____

Representative's Signature Date

Building Principal's Signature Date

Concession Advisor's Signature Date

Activities Director's Signature Date

The above-signed representative shall be responsible for returning the facility to the original condition. Any damages or loss the district incurs will be billed accordingly.