

DATE SUBMITTED _____

BYRON AREA SCHOOLS

Request to Add Event to Activity Calendar

- SCHOOL RELATED GROUP
 - NON-SCHOOL GROUP *
- * Non-School Group-Fill Out Page 2*

SCHOOL GROUP

CATEGORY

- General
- Administration
- Athletics
- Band
- Board of Education
- BPA
- Childcare/Preschool
- Community Ed
- Elementary School
- FFA
- High School
- Middle School

Organization: _____

Event: _____

Date(s): _____

Start Time: _____ End Time: _____

Contact Person: _____ Phone: _____

Address (if Non-School): _____

Complete Top Section Then – Facility Use OR Field Trip Section

School Facility Use Request

Building:
 Elementary Middle School High School

Room: Cafeteria Gym Media Center
 Other _____

Prep Time: _____

Items Needed: PA System
 Chairs–How Many? _____
 Bleachers
 Portable Stage
 Podium

Comments: _____

Terms for Use

- Room or facility must be left as clean as it was found.
- Rules of the school are to always be observed.
- Charges for use of the following services for Non School Groups.

Check if needed:

Kitchen-What Time? From _____ To _____

Custodian-What Time? From _____ To _____

(No charge for custodian if during regular working hours.)

Field Trip Request

Destination: _____

Mileage (Round Trip-Est.): _____

Number of Students: _____

Anticipated Charge Per Student: _____

Educational Objectives: _____

Persons Assisting in Supervision:

Mode of Transportation: _____

- Contact Transportation Department if school vehicles are needed.

| | |
|--------------------------------------|---------------------------|
| Signature of Contact Person _____ | Board Approval Date _____ |
| Signature of Principal _____ | Approval Date _____ |
| Signature of Superintendent _____ | Approval Date _____ |
| Signature of Athletic Director _____ | Approval Date _____ |

Copies To: *Superintendent High School Middle School Elementary School Faculty Sponsor
 Athletics Cook Custodians Maintenance Transportation Contact Person*

Request for Use of School Facility

*** Non-School Group**

Page 2

Non-School groups requesting to use Byron Area Schools' facilities, please answer the following questions in addition to filling out the "Request to Add Event to Activity Calendar" Form. There may be additional fees involved if this request is approved. You will be made aware of those fees before you are given final approval.

Detailed description of activity that will be conducted in the school facility _____

Is person requesting to use facility a Byron Area Schools resident? _____

Will person requesting to use facility be present while the activity is taking place? _____

Number of Byron Area Schools students/adults involved in activity? _____

Number of total students/adults involved? _____

Is there a limit to the number of participants? _____ If yes, what is limit? _____

Is there any cost involved to participants? _____ If yes, how much? _____

Please give a breakdown of the costs involved in this activity: _____

Will those participating in this activity be covered by insurance? _____

Will this group need the facility on Saturday or Sunday? _____

If this group is going to be dealing with more than \$200 during the course of any given year, who will be responsible for maintaining the financial records for the organization/group? _____

_____ Will those records be audited annually? _____

All school sponsored activities have priority when scheduling rooms/gym.

Community Education sponsored activities (profit or non-profit) have second priority.

- Community Education receives 15% of the registration/sign-up fees

Organized community events (example: Boy Scouts or Girl Scouts) have the third priority - no-charge.

Rental Fees: H.S. Gym - \$150.00
 E.S. Gym - \$100.00
 Classroom - \$40.00
 Cafeteria and all purpose rooms - \$75.00

As Contact Person or Sponsor, requesting the use of a Byron Area Schools facility, I will be responsible for clean-up, any damages to facilities and fees for rental and/or custodians.

Signature _____

Date _____

This Page For Non-School Group Only