

Facilities Use Request Form

[To be filed 30 days prior to the event]

A request for a waiver of conditions will require Board approval

We at Avon CUSD 176 support our community and welcome visitors. We need individuals to understand that the purpose of our buildings/facilities is for the education of our students and that their needs and school activities take precedence in the use of our rooms.

Conditions/Expectations:

- Events lasting less than three hours
 1. A \$50 prepaid usage fee is required
 2. A janitor present is optional; ½ the useage may be refunded if no janitor is used and the building is left in the condition it was found. [ie. all trash removed. Bathrooms neat]
- Events lasting more than three hours
 1. A prepaid non-refundable fee of \$50 is required
 2. A school janitor, *hired by the District*, must be present
- Keys:

A door key and/or room key may be issued for a refundable fee of \$25. The key may be picked up at the District office [hours 8am-4pm; M-F]. A fee of \$100 will be assessed for lost keys.
- **Proof of liability insurance must be on file in the District office prior to the event.**
- Use of the kitchen requires that one of the District cooks be present and that person shall be paid by the person/organization requesting use at the current District rate. The District will bill the person/organization using the kitchen after the event.

Request Portion:

Organization/Person making the request

Name: _____

Address: _____

Telephone: _____

Date of Event: _____

Event: _____

Time of the Event: _____

Facilities Request [mark]

Room:

HS Gym	GS All Purpose Room	HS Commons	Kitchen
HS Classroom	GS Classroom	Distr. Library	
Rm. Number _____	Rm Number _____		

Equipment:

-PA system	-PA system
-Bleachers	-Tables
-Stage	- _____

For District Use Only:

1. Proof insurance *Attach to form for file*
2. Janitor required *no yes Janitor hired: _____*
3. Cook required *no yes Cook Hired: _____ Pay rate: _____*
4. Athletic event *no yes Athletic Director: approved yes no*
5. Keys Issued *no yes Numbers: _____*
6. Fees Received: \$ _____ *Date _____*

Approved: _____ Date: _____

Copies: Person making request, Principals, janitors, AD, Cooks, Files