

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: High School
Room/Area Requested: West gym area, including bathrooms, and the auto shop (room 121)
Date(s) Requested: Sunday, December 4, 2022 Estimated Number in Attendance 100
Setup on Saturday 7-9 pm
Start Time: 6:00am End Time: 5:00 pm 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. Annual BRF FFA Alumni Toy Show

Will the intended use benefit students? If so, how? Yes - proceeds support students in agricultural education

List district equipment requested for use along with the facility or other property. 60 banquet tables and 60 folding chairs & microphone

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: BRF FFA Alumni
Person in charge: Brad Markhardt Email Address: brad.markhardt@brf-ffa.org
Billing Address: 1200 Pierce St BRF
Contact Phone #: 715-284-4324 ext-2220

Representative's Signature Date Building Principal's Signature Date 11/1/22
n.a.
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.