

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: BRFHS

Room/Area Requested: West Gym

Date(s) Requested: 4/22 Estimated Number in Attendance 175

Start Time: 8am End Time: 2:30pm Use of kitchen or equipment? Yes No X

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

Describe the intended use of the facilities or other property. Bite of Reality (Reality Day) hosted by CCU

Will the intended use benefit students? If so, how? Yes! The Junior class will learn about spending in the real world.

List district equipment requested for use along with the facility or other property. 10 6 foot tables and 2 chairs at each table

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 Business Ed

Person in charge: Emily Baures Email Address: emily.baures@brf.org

Billing Address:

Contact Phone #: 715-284-4324 or 608-484-0281

Representative's Signature Date

Building Principal's Signature Date 4/11

Concession Advisor's Signature Date

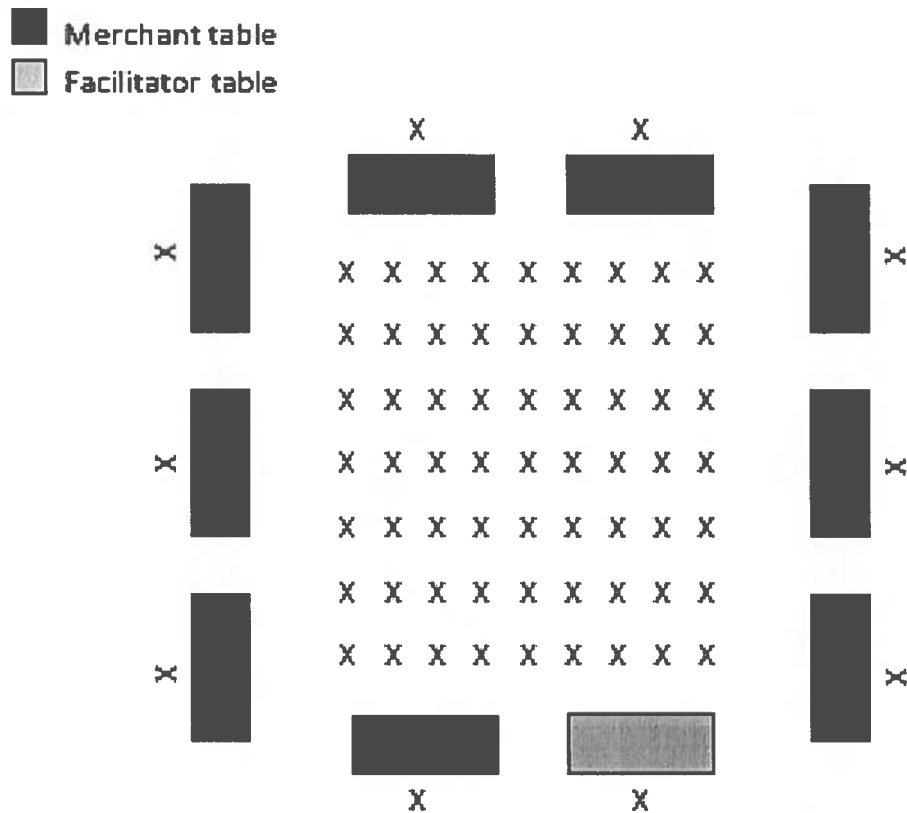
Activities Director's Signature Date 4/11

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.

Room Setup

Merchants are seated at tables around the perimeter of the room. A sign identifying each merchant is also displayed on each table. Merchants can use space on their tables to add visual excitement and humor.

Participants sit in the middle for orientation and debrief.



If space is limited, combine merchants and seat 2 per table.