

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: Middle School

Room/Area Requested: Commons Gym

Date(s) Requested: Eve Sept 30 All day Oct 1 Estimated Number in Attendance 500

Start Time: 4-6 6-5pm End Time: Use of kitchen or equipment? Yes [checked] No

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

Describe the intended use of the facilities or other property. "Going for Rilyn's Cure" benefit

Will the intended use benefit students? If so, how? N/A

List district equipment requested for use along with the facility or other property. Tables chairs
Chris Williams will be custodian

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: Pam Holcomb Email Address: pamela.holcomb@brf.org

Billing Address:

Contact Phone #: 715-896-4113

Representative's Signature Pam Holcomb Date 8/18/22

Building Principal's Signature Date

Concession Advisor's Signature Date

Activities Director's Signature Date 8-25-22

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.