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	LMC	
Room/Area Requested: LMC		
Date(s) Requested: 1-27-24	Estimated Number in Attendance	30 or less
Start Time: 12 pm End Time: 3 pm	Use of kitchen or equipment? Ye	es No <u>X</u>
Use of Concessions Area? Yes No X Mid	ddle School or Field House Concessions (Ci	rcle one or both)
Describe the intended use of the facilities or other pro	perty. Nost a baby shower,	we will bring
in our own food (2 crock pots)		
Will the intended use benefit students? If so, how?		
attendance	•	
List district equipment requested for use along with th	ne facility or other property.	
tables and chairs in LMC	and east parking lot e	Merance 3
TO BE COMPLETED BY BUILDING PRINCIPAR Rental fee for district facilities or other property (App		\$
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) Kitchen Supervision (830-Rule I.B.2.b.) (Billed for actual time)		Yes Yes
Name of Organization: Employee Danielle OBrica Person in charge: Danielle OBrica	n hosting baby shiwer for BRF a	lumi Melany Colsor lumi Remitz
	Eman Address. Quitter : UU	in a cirrory
Billing Address:		
Contact Phone #: 7[5 - 470 - 8822		
Dam'lle O'mic 1-3-24 Representative's Signature Da	Building Principal's Signature	Date
Concession Advisor's Signature Date	Activities Director's Signature	Date
The above-signed representative shall be responding to the district incurs will be		e original condition.

Revised: September 2016