

# RICHMOND SCHOOL FACILITY USE FORM

*Please fill out information completely!*

This form must be completed and submitted to Richmond School for approval. A signed copy authorizing the use of the requested facility will be returned to the applicant prior to the use of such facility.

Name of Person Applying \_\_\_\_\_

Area of use: \_\_\_\_\_ Number to accommodate: \_\_\_\_\_

Event or Purpose: \_\_\_\_\_

Dates Requested: \_\_\_\_\_

Time of Event From: \_\_\_\_\_ To: \_\_\_\_\_

Set-Up Time From: \_\_\_\_\_ To: \_\_\_\_\_ Take Down Time From: \_\_\_\_\_ To: \_\_\_\_\_

If applicable, list person responsible for securing the building: \_\_\_\_\_

Special Equipment Needed: \_\_\_\_\_

Insurance Carrier: \_\_\_\_\_

## Facility Use Agreement:

- The **emergency telephone** is located in the **Gymnasium on the northwest wall** in a box marked as such.
- The **first aid box (bright orange color)** is located in the **Cafeteria storage room**.
- **The applicant (or organization through their duly authorized agent) signing this Agreement shall be held accountable for the facility authorized and shall be held liable for any costs to Richmond School for necessary maintenance or repairs due to damage arising from the improper or negligent use of said facility.**
- Under no circumstances shall the authorized party, using Richmond School facilities, arbitrarily use other facilities or equipment not specifically requested and authorized on the Agreement.
- The use of the requested facility shall be limited to those dates and areas requested and approved. This agreement involving extended usage shall be subject to periodic review. The user of said facility may be required to furnish a certificate of liability insurance.
- **The room that you use, including the gym, shall be left exactly the way found it. The custodian is not responsible for tearing down or returning the room or gym to its original order.**
- **All evening functions will be concluded NO LATER THAN 8:30 p.m. There will be no usage of the facility on extended school breaks.**
- Applicant is solely responsible for safety of individuals, protection of property, supervision of activities, and compliance with all applicable ordinances and laws. Richmond School District assumes no liability for personal injury, property damage, or other legal injury that may arise from applicant's use of the Richmond School District's facilities.

*Richmond School (262) 538-1360 Fax (262) 538-1572*

**Signature of Applicant** (or individual duly authorized to represent applicant):

I have read, understand and will abide by the Board of Education Facility Use Policy (Chapter 831) including Section C (Hold Harmless and Indemnification) and the conditions listed on this permit.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Telephone/Cell Number

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

**AUTHORIZATION**

Rental Fee: \_\_\_\_\_  
(Will be assigned in accordance with established Board of Education Policy.)

Special Conditions or Instructions: \_\_\_\_\_  
\_\_\_\_\_

Room/Area Assigned: \_\_\_\_\_

\_\_\_\_\_  
Authorized by

\_\_\_\_\_  
Date