

**DANSVILLE SCHOOLS
2011-12 REQUEST FOR FACILITY USE**

**Fill out form completely. Submit all requests for gym use DIRECTLY to NANCY
JUNGKANS – Athletic Director**

TO BE COMPLETED BY PERSON REQUESTING USE OF DISTRICT FACILITY			
Last Name:	First Name:	Telephone #:	
Mailing Address of Requesting Party:		Email:	
Name of Event:	Date of Event: Begin Time: End time:		
Facility Requested:	Type of Event: District Sponsored: <input type="checkbox"/> Community/Personal: <input type="checkbox"/> Building Fee Required (see below) District Person Attending:	Are additional parking lots needed? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which ones?	
Do you need building doors unlocked?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Custodial Assistance? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you need room doors unlocked?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain in detail	
Do you need bleachers pulled out?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Special Equipment or Arrangements:			
Do you need to be in the facility earlier for set-up? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, what time?			
IMPORTATION INFORMATION			
All non-district functions will be charged a \$50.00 building use fee , which is to be paid BEFORE the event.			
All equipment must be replaced to storage areas, facility cleaned (if needed) with dust mop, etc. A custodial service charge of \$25.00 per hour will be levied if custodial services are required after your group leaves.			
The only students/children to be in the building are the ones participating in your activity (or other <i>authorized</i> activities). Students/children are not to be loitering or playing in other areas in the school building. They are to be under the <u>direct</u> supervision of the group leader(s).			
If your event is requesting the use of our school kitchens and food is being served, one of the school district's certified food service staff members is required to be onsite. Your group will be charged \$25.00 per hour for this service.			
I understand, recognize that I (and the organization I represent) am liable for all unusual cost-incidents arising from this occasion (theft, vandalism, cleaning, etc.). I also understand that Dansville Schools will not be held liable for any injuries obtained while on school property.			
ADULT (21 years of age or older) CHAPERONES ARE REQUIRED FOR ALL EVENTS. If students/children are not adequately supervised, this may result in a loss of any future privileges of school usage.			
Signature of Person Requesting Use:		Principal's Approval:	
Date:		Date:	
BUILDING AND FACILITY CLEARANCE			
Signature of Principal whose building is to be used:		Signature of Athletic Director, if appropriate:	
Date:		Date:	
APPROVAL FOR USE (SUPERINTENDENT'S OFFICE)			
Approved: <input type="checkbox"/> Not Approved: <input type="checkbox"/>		Approved with fee paid: <input type="checkbox"/>	
		Fee Amount:	