



REQUEST FOR FACILITY USE

Last Name		First Name		Telephone	
Organization Name					
Mailing Address of Requesting Party				Email	
Name of Event			Adult in Charge <i>Adult (21 Years of Age or Older) Chaperones are Required</i>		
Facility Requested			Expected Number of Persons Attending		
Do you need bleachers pulled out? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Custodial assistance?		<input type="checkbox"/> Not Needed		<input type="checkbox"/> During Event	
				<input type="checkbox"/> After Event	
				<input type="checkbox"/> Set up and Tear Down	
Do you need room doors unlocked? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, detail.</i>					
Will admission be charged? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, what is the purpose of funds collected?</i>					
Will items be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, detail.</i>					
Will food be served at this event? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, detail.</i>					

EVENT DATES AND TIMES

Day of Week	Date	Setup Time	Event Start Time	Event End Time	Leave Building	Brief Activity Description

EQUIPMENT NEEDS

Item	Qty	Other Items	Qty
Chairs			
Tables (8ft)			
Tables (round cafeteria-style)			
Podium			
Microphone			

SUBMISSION OF THIS FORM DOES NOT ASSURE FINAL APPROVAL OF YOUR REQUEST. Requesters will be emailed with the final decision and applicable charges. Fee Schedule on back.

Functions of Dansville Schools take priority over all other facility uses. Non-school events may be rescheduled or relocated with little or no notice to facilitate school use.

Some spaces are available for use only by Dansville Schools. Gym use is LIMITED December through March.

See www.dansvilleschools.org for Dansville Schools' full policy on Facility Use.

ALL FORMS MUST BE RECEIVED TEN (10) OR MORE WORKING DAYS BEFORE REQUESTED EVENT DATE

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.

Signature of Requestor/Date

OFFICE USE ONLY		
Charge for Facility Use:		Date Paid:
Building Administrator Approval	Athletic Director Approval <i>(if gym or athletic fields are requested)</i>	Superintendent Approval <i>(if needed)</i>
Signature/Date	Signature/Date	Signature/Date

over

**FACILITY USE FEE SCHEDULE** (*per hour*)

Facilities	Categories I and II <i>(School-sponsored and School Affiliated)</i>	Category III <i>(Residential Informal Groups and Organizations)</i>	Category IV Residential	Category IV Non-Residential
Classrooms	No Charge	\$15.00	\$22.50	\$30.00
Elementary Library	No Charge	\$25.00	\$37.50	\$50.00
MS/HS Library	No Charge	\$30.00	\$45.00	\$60.00
Linsey Ebert Memorial Commons (MS)	No Charge	\$40.00	\$60.00	\$80.00
Elementary Cafeteria	No Charge	\$30.00	\$45.00	\$60.00
Kitchen	No Charge	\$15.00	\$22.50	\$30.00
Gym (HS)	No Charge	\$55.00	\$82.50	\$100.00
Gym (MS)	No Charge	\$40.00	\$60.00	\$80.00
Gym (Elem) No Stage	No Charge	\$30.00	\$45.00	\$60.00
Performing Arts Center Gym and Stage	No Charge	\$55.00	\$82.50	\$100.00

MISCELLANEOUS

	Monday - Friday	Saturday - Sunday
Custodians	\$25.00 per hour	\$35.00 Saturday \$45.00 Sunday
Kitchen Staff <i>(minimum 2 hours)</i>	\$25.00 per hour	\$35.00 Saturday \$45.00 Sunday
Snow Removal	\$25.00 per hour	\$35.00 Saturday \$45.00 Sunday

EQUIPMENT USE

Technology <i>(i.e., presentation system, microphone, etc.)</i>	\$10.00 per event
Other Equipment	Availability and fee to be determined upon request