**Blacklick Valley Elementary**

**Request for Use of Facility**

All requests *must* be made at least 2 weeks in advance Date of Request:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) the Facility is **Needed**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Starting Time and Ending Time of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Specific Doors to be Opened:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Times to Open Doors:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Handicapped Entrance Needed? \_\_\_\_\_\_Yes \_\_\_\_\_\_No

Group Name/Responsible for Use of Building and Clean Up:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person, Phone Number, **& Address for Billing**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is needed? What areas of the facility are requested for use?

Custodians needed? \_\_\_\_\_\_\_\_\_\_ Security needed? \_\_\_\_\_\_\_\_\_\_\_\_

Please Note:

* Clean up will be the responsibility of those requesting to use the building. Vacuum, broom, rags and mops will be made available upon request. A $50 charge will be required for those who do not clean the area after use.
* When an event is held during a time when the custodial staff is not on duty, **payroll reimbursement will be billed to the organization holding the event.**
* If custodial services are not needed, a BVSD staff member must assume responsibility for opening and closing the facility, gaining access to approved areas, checking the building for cleanliness and damage. Name of BV STAFF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Providing security and proper supervision is the responsibility of the group or person requesting use of the facility.
* Permission will not be granted for use of cafeteria ovens, freezers, or utilities.
* NO FOOD or DRINK permitted in the auditorium; water only in the gym.
* NO ALCOHOL or TOBACCO Products permitted on school property.
* Attach COPY OF LIABILITY INSURANCE with Blacklick Valley School District added as an additional insured – for outside groups

Signature of Building Principal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Request Granted \_\_\_Denied \_\_\_

Signature of Superintendent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Request Granted \_\_\_Denied \_\_\_

Signature of Business Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Request Granted \_\_\_Denied \_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*By being granted use of this facility you are responsible for damages that may occur during use.