

**RIDGWAY AREA SCHOOL DISTRICT  
REQUEST & CONTRACT FOR USE OF SCHOOL FACILITY**

Name of Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Purpose or Use: \_\_\_\_\_

Month/Day/Year	School (Choose One)	Area to Be Used	Time In	Time Out	Purpose
	MS/HS ELEM.				
	MS/HS ELEM.				
	MS/HS ELEM.				
	MS/HS ELEM.				

➡ If additional days are requested please attach a calendar with additional dates to this form

Will admission be charged? \_\_\_\_ Yes \_\_\_\_ No      Is this a revised form? \_\_\_\_ Yes \_\_\_\_ No

Are the services (sound) of the light and sound director required? \_\_\_\_ Yes \* \_\_\_\_ No

Are catering services to be provided by the School District? \_\_\_\_ Yes \*\* \_\_\_\_ No

Individual responsible for the care and control of facility and for fees and charges incurred by use of this facility:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_ (home) \_\_\_\_\_ work

EMAIL ADDRESS: \_\_\_\_\_ (if you would like to be notified by email)

Please indicate group classification from **Policy 707**   A     B     C   (final determination by Superintendent)

In signing the contract, I hereby indicated that I have received and read **Policy 707** of the Ridgway Area School District and that I and the organization that I represent hereby agree to abide by the terms of such policy. I have also read and agree to abide by the "Additional Rules of Use".

\_\_\_\_\_  
Representative of Organization/ Date

Approval/Denial for your building only – please initial & date

**APPROVED**

**DENIED**

**DATE**

Elementary Building Principal: \_\_\_\_\_

\_\_\_\_\_

High School Building Principal: \_\_\_\_\_

\_\_\_\_\_

Athletic Director(if sports facility is use) \_\_\_\_\_

\_\_\_\_\_

Finance Manager: \_\_\_\_\_

\_\_\_\_\_

Superintendent: \_\_\_\_\_

\_\_\_\_\_

<b>CHARGES:</b>	<b>DATE BILLED:</b> _____	<b>INVOICE #</b> _____
Rental Fee: _____		
Custodial Fee _____		
when the light and		
Cafeteria Service _____	*Groups B & C will be assessed the hourly contractual fee	
sound system.\	sound director is needed to set up and operate the	
Other (damages) _____		