

**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: _____

CHARGES:	DATE BILLED: _____	INVOICE # _____
Rental Fee: _____		
Custodial Fee _____		
when the light and		
Cafeteria Service _____		
sound system.\		
Other (damages) _____		

*Groups B & C will be assessed the hourly contractual fee
 sound director is needed to set up and operate the