

Date Submitted \_\_\_\_\_

# BYRON AREA SCHOOLS

Request to Add Event to Activity Calendar

\*non school group  
fill out page 2

### School Group Category

- General
- Administration
- Athletics
- Band
- Board of Education
- BPA
- Childcare/Preschool
- Community Ed
- Elementary School
- FFA
- High School
- Middle School

### School Facility Use Request

#### Building:

- Elementary
- Middle School
- High School

#### Room:

- Cafeteria
- Gym
- Library
- Other: \_\_\_\_\_

Prep Time: \_\_\_\_\_

#### Items Needed:

- PA System
- Chairs- How many? \_\_\_\_\_
- Bleachers
- Portable Stage
- Podium
- Other \_\_\_\_\_

### Terms for Use

Rooms or facilities must be left in a clean state.  
 Rules of school are always to be observed.  
 Charges for the following services for Non-School Groups:

#### **Check if Needed**

- Kitchen- What time? \_\_\_\_\_ to \_\_\_\_\_
- Custodian- What time? \_\_\_\_\_ to \_\_\_\_\_

(No charge for custodians if during normal working hours.)

Signature of Contact Person \_\_\_\_\_

Signature of Principal \_\_\_\_\_

Signature of Superintendent \_\_\_\_\_

Signature of Athletic Director \_\_\_\_\_

Board Approval Date \_\_\_\_\_

Approval Date \_\_\_\_\_

Approval Date \_\_\_\_\_

Approval Date \_\_\_\_\_

Copies To:      *Superintendent*    *High School*      *Middle School*    *Elementary School*      *Faculty Sponsor*  
*Athletics*    *Food Service*            *Custodians*            *Maintenance*            *Transportation*            *Contact Person*

<b>Organization</b>
<b>Event</b>
<b>Date(s)</b>
<b>Start Time</b> <b>End Time</b>
<b>Contact Person</b> <b>Phone</b>
<b>Address (if non school)</b>

### Field Trip Request

Destination: \_\_\_\_\_

Mileage (Round Trip-Est.): \_\_\_\_\_

Number of Students: \_\_\_\_\_

Anticipated Charge Per Student: \_\_\_\_\_

Educational Objectives: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Persons Assisting in Supervision: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mode of Transportation: \_\_\_\_\_

- Contact Transportation Dept. if school vehicles are needed

### **Food Service:**

When scheduling field trips, please provide me with the following information by 9:00 am. two business days prior to your trip:

1. The number of students who will not be in the building during the scheduled lunch period.
2. If sack lunches are needed, a list of student names requesting a lunch.\*

\*Please note: Every sack lunch must include milk. Therefore, you will need to bring a cooler to keep the milk at the appropriate safe temperature zone. Food Service hours are from 6:00 am - 1:00 pm.

**Request for Use of School Facility  
Non-School Group ONLY**

Page 2

Non School groups requesting to use Byron Area Schools' facilities, please answer the following questions in addition to filling out the "request to Add Event to Activity Calendar " Form. There may be additional fees involved if this request is approved. You will be made aware of those fees before you are given final approval.

**1. Detailed description of activity that will be conducted in the school facility.**

**2. Is person requesting to use facility a Byron Area Schools resident?**

- Yes, I am a resident
- No, I am not a resident.

**3. Will person requesting to use facility be present while activity is taking place?**

- Yes, I will be present during the activity.
- No, I will not be present during the activity.

**4. Number of Byron Area Schools students/adults involved in activity?**

**5. Number of total students/adults involved?**

**6. Is there a limit to the number of participants?**

- Yes, the limit is \_\_\_\_\_.
- No, there is no limit to participants.

**7. Is there cost involved to participants?**

- Yes, the cost is \_\_\_\_\_.
- No, there is not a cost to participants.

**8. If a cost is associated with the activity, please give a breakdown of costs below.**

**9. Will those participating in this activity be covered by insurance?**

- Yes
- No

**10. Will this group need the facility on Saturday or Sunday?**

- Yes
- No

**11. If this group is going to be dealing with more than \$200 during the course of any given year, who will be responsible for maintaining the financial records for the organization/group? Will those records be audited annually?**

*All school sponsored activities have priority when scheduling rooms/gym.*

*Community Education sponsored activities (profit or non-profit) have second priority.*

*Community Education receives 15% of the registration/sign-up fees.*

*Organized community events (ex: Boy or Girl Scouts) have the third priority- no-charge.*

*Rental Fees:*

*H.S. Gym - \$150.00*

*E.S Gym - \$100.00*

*Classroom - \$40.00*

*Cafeteria/All Purpose Rm - \$75.00*

**12. As Contact Person or Sponsor, requesting the use of a Byron Area Schools facility, I will be responsible for clean-up, any damages to facilities and fees for rental and/or custodians.**

**Signature:**

**Date:**