

RIVERVIEW SCHOOL DISTRICT High School Facility Use Rental Agreement

NO. _____

Due before application is processed:

- \$15.00 Processing Fee
- Required Certificate of Insurance, written with limits of \$500,000 Combined Single Limits, per occurrence, naming Riverview School District as an additional insured:

Location Requested: _____ Date of Application: _____

Organization: _____ Group Type: _____

Person in Charge: _____ Email Address: _____

Address: _____

Phone #: _____

Purpose of Request: _____

Date(s) Needed: _____

Time(s) Needed: Start: _____ End: _____

Classroom(s) # needed _____

Library _____

Commons _____

Computer Lab (Technician required) _____

Gym _____

Kitchen-Service Only _____

Kitchen/Equipment-supervision required _____

Outside Water Use _____

Audio-Visual Equipment _____

Piano (if moved-retuning) _____

Chairs _____

Music Chairs (if moved to another location) _____

Table's _____

Other Equipment (includes Band equipment) _____

Custodian * _____

Performing Arts Center(Technician required) _____

Maximum Allowable Occupant Load Per I.F.C. Section #1004

& 1004.7: Fixed Seating 323 - Portable Seating: 14 (at top/back section only)

Wheelchairs: 6 Grand Total Occupants: 343

*If set-up is required during the regular custodian work day a minimum of 30 minutes will be charged. On non-work days there will be a 30 minute before and after event charge for custodians to open and close the facility.

Admin. Approval _____ Date: _____

Dist. Approval _____ Date: _____

Office Use Only:

Amount due: _____