

Rental Request/Check List	
Name of Event:	
Date(s) of Usage:	
Time(s) Requested:	
Time of Event:	Start Time: End Time:
School/Area Requested:	
Contact Person:	
Contact Address:	
Contact Phone #:	
Contact Email:	
Please check that you read the following School Board Policies and Regulations:	
GAEC: Anti-Violence	
KF: Community Use of Buildings, Grounds, & Properties	
KF-R: Community Use of Buildings, Grounds, & Properties Regulations	
List Requests made by Person/Group:	
List Problems or Damage Reported:	
Custodial Time Used:	
For Office Use Only	
site/property available?	
rental fee:	
custodial fee:	
discuss rules	
1 million \$ liability insurance certificate on hand?:	
Have signed contract?:	
inform bldg of signed contract and details for event:	
Add to calendar event and reminder to bill them.:	
Send out invoice.:	
If you have any questions please contact Ben Schnell at 605-380-7871	
Once completed please email Ben.Schnell@k12.sd.us or Lara.Braun@k12.sd.us	