

**VIROQUA AREA SCHOOLS
FACILITIES RESERVATION FORM**

Regulations for use of school facilities:

1. No potluck events will be allowed. All student events involving food must be served in the cafeteria and prepared on-site under supervision of a certified food manager or prepared in licensed kitchen and transported/served under supervision of certified food manager.
2. The applicant shall be liable for any damage done to school property.
3. Organizations using the building and facilities must provide supervision by an adequate number of adult sponsors to insure proper care and safety.
4. All local, state and federal regulations will be adhered to at all times.
5. The use of tobacco, alcohol, or other drugs on school property is prohibited.
6. The altering of school facilities, or use of school equipment, must only be done with the prior knowledge and approval of the building principal.
7. School building and/or room keys will not be issued at any time.
8. A custodian will be on duty unless an exception has been made by the principal.
9. Cost, beyond the norm, will be billed at an hourly rate to the sponsoring organization.
10. Cancellation of facilities use must be made a minimum of 24 hours in advance.
11. Person supervising event must be in attendance during the entire event.

Name of Organization _____ Day(s) of Event _____

Name/Description of Event _____ For profit organization? Yes___ No___

Building Desired? H.S.____ M.S.____ E.S.____

Event Location: (see #1 above)

Gymnasium___ Commons___ Snack Bar___ Fields/Courts___ Cafetorium___ Cafeteria___

Start Time_____ AM/PM Finish Time_____ AM/PM Estimated Attendance _____

Description of Set Up_____

Person Supervising Event _____ Phone/Cell Phone _____

Address_____ Email _____

I accept all liability as per school board policy;

Signature _____ **Date** _____

OFFICE USE ONLY

Building Administrator Approve___ Deny___ Proof of Insurance Requested Yes ___ No ___

Personnel Needed (see #1 & #8 above) Custodian _____ Food Service _____

Comments (including charges) _____

Administrator Signature _____ Entered on Calendar _____

After Event:

Buildings & Grounds Supervisor Signature _____

Additional Custodial Charges _____

Distribution following approval: Custodian, Food Service, AV, District Office, Principal, Requestor