

Facility Request FLOW

- Fill out Request form, ASF-001.
- Turn into Building you are requesting use of a minimum of 2 weeks prior to first date requested
 - Make sure all information is filled out
 - Most correspondence is done via E-Mail
 - Specific dates are needed if reoccurring
 - “Every Thursday” is not acceptable
 - List each day by date
 - Pay attention to holidays and school shutdown days
 - Which insurance form do you need?
 - Organizations with group policies must fill out the Contract, ASF-002, and include a copy of Proof of Insurance with request form. Insurance form must name USD 480 as Additional Insured.
 - Groups who are just individuals (MAYB) must have everyone fill out the Hold Harmless, ASF-008
 - Each individual must sign and be on file BEFORE they are allowed to use facility
 - If individual is under 18, a parent or guardian must sign
 - Check where your group falls on the Fee Rate Schedule, ASF-004.
 - If this is a first time request and you are not listed, note your intentions on your request form so your group can be assigned a category.
 - This may take BOE action, so make sure request is made well in advance of a BOE meeting.
 - Custodial/Supervision/Lights/Sound fees are not waived
 - Final bill will be sent to group/organization after event
- Building Admin will then collect all paperwork and sign off on the Request Form
- Building Admin will forward all paperwork to Auxiliary Services office for verification and final approval
 - Final Approval, and schedule, will be emailed back to requestor by Auxiliary Services
 - Please NOTE all dates and times on schedule as they can, and often are, modified.
- Make sure you are familiar with Facility Use Standard Policy and Procedures, ASF-003. These are the general rules and guidelines for use of facilities.