

Request Date _____

PLEASANT VALLEY COMMUNITY SCHOOL DISTRICT
APPLICATION FOR USE OF FACILITIES

Cafe limit: 300
Pool limit: 100
Theater limit: 504
1 Lifeguard per 25 people

I. Organization Name _____

Contact Name _____ Phone Number _____

Building/Area Requested _____

Reason _____ # Person attending _____

Date Requested _____ Mon/Tues/Wed/Thurs/Fri/Sat/Sun

Time Requested** _____ Event time _____

**Should reflect what time the group needs to begin & end using the area, not the beginning/ending time of the event itself.

NOTE: Doors will be opened 15 minutes before and locked 15 minutes after the beginning time (unless special request is made below.)

Doors Open _____

Relocked _____

Lifeguards:

- 1.
- 2.
- 3.
- 4.

II. Services requested:

- _____ Custodial Assistance
- _____ Additional tables, chairs, etc.
- _____ Food Service Items (M/C contacts Joanne Noble)
- _____ Lighting Technician (M/C contacts Bill Myatt)
- _____ Lifeguards w/current certificates
(applicant contacts & pays lifeguards directly)
- _____ Other _____

Equipment requested:

- _____ Tables: Banquet/Round
- _____ Chairs
- _____ Microphone/Podium
- _____ Projectors/Screen/VCR
- _____ Stage sections
- _____ Misc: _____

III. Dates/Times Approved by: _____

IV. NO CHARGE CONTRACT _____

IV. CHARGE CONTRACT: (check w/Ray current charges)

- Rental Fee (billed) _____
- Custodial Fee (billed) _____
- Cooks Fees (billed) _____

CHARGE CONTRACT NUMBER _____

- cc: Joanne Noble _____
- Lighting Teck.Fee (billed) _____
- Lifeguard Fee (directly pd) _____
- Pool timing system Tecks (2) (billed) _____

Bill to Information: Name/Address _____

V. ROSTER Required of all Sports Teams _____ All PV students - YES ___ NO ___

VI. REQUIRED CPR Cards & Lifeguard Certificates on file _____

VII. REQUIRED \$1,000,000 CERTIFICATE OF INSURANCE:

Presently held by Pleasant Valley _____

Will be provided by organization
Prior to contract being issued _____

FOR OFFICE USE ONLY

APPROVAL:

Director of Operations _____

VII. VENTILATION REQUIRED: YES _____ NO _____