

REQUISITIONS FORM: Please read back of this form. Request for use of school facilities must be made out at least **THREE DAYS** in advance of the activity. This includes payment of rental fees if they are required.

Date request was made: _____ Requested by: _____

Organization: _____ Purpose: _____

Date(s) when room is needed: _____

The time room should be open **before** starting time of activity: _____ AM or PM

Starting time of activity: _____ Ending time of activity: _____

ELEMENTARY SCHOOL

HIGH SCHOOL

GYM: NE___ SE___ NW___ SW___

GYM: _____

WEIGHT ROOM: _____

MINI-THEATER: _____

LUNCH ROOM: _____

COMMONS: _____

KITCHEN: _____

KITCHEN: _____

CLASSROOMS: _____

CLASSROOMS: _____

LIBRARY: _____

LIBRARY: _____

CONCESSION: _____

Times a custodian would be needed: _____

Other equipment needed: _____

Technology Needs: _____

A list of all participants may be requested by the Community Ed Director. Please diagram for any special arrangements of chairs, tables, and other needs on a blank sheet of paper and staple it to this requisition form.

Signature of person applying: _____ Work Phone: _____

Cell Phone: _____ Home Phone: _____

Approved by: _____

Office Use Only

Is there a Comm Ed fee charged for this activity? Yes or No

If yes please explain: _____

USE OF SCHOOL BUILDING - EQUIPMENT REGULATIONS AND PROCEDURES

1. The Community Ed. Director shall approve applications which grant the use of school buildings and equipment.
2. Only established **responsible community organizations** whose work is directly or indirectly related to that of the local school district shall be permitted to use the school buildings and equipment.
3. Outside groups will be permitted the use of school buildings and equipment only if such use does not interfere with regular school activities. They shall abide by any special rules for the use of school buildings and equipment.
4. Any established responsible community organization that is not eligible for free use of school facilities, shall be eligible to rent the following facilities: Preschool new gym, old gym, multi-purpose room, elementary gyms, lunch room, high school kitchen, shop, mini-theater, gym, commons area, or classrooms at a fee established by the school board.
5. The building shall not be used for any public or wedding dance or for any fund raising activities where games of chance are involved.
6. The use of the buildings shall be denied to any group that fails to prevent smoking or the use of intoxicating liquors on the premises.
7. The use of the building shall be denied to any group that fails to follow any rules set by the school regarding who is to be in the building, when and under supervision of an appointed person such as a teacher, coach, advisor, or responsible person.
8. All organizations are responsible for any damage to buildings or contents during their use of the facilities.
9. The district is not responsible for any damages incurred by individuals or organizations while they are using district buildings or equipment.
10. The district is not responsible for any injury incurred by individuals while they are using district buildings or equipment.
11. The board reserves the right to approve or disapprove the use of any school buildings or equipment when it appears in the best interest of the district.
12. Students registered at and attending Warroad School shall not engage in activities that are set as an adult activity, such as open gym, sewing, dance class, etc... without pre-approval. (Summer classes only)