

# BYRON AREA SCHOOLS

## Request to Add Event to Activity Calendar

Organization: \_\_\_\_\_  
Event: \_\_\_\_\_  
Date(s): \_\_\_\_\_  
Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Prep Time: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Contact Email Address: \_\_\_\_\_

### Complete This Section For Use of School Facilities

Building:  Elementary School  Middle School  High School  
Room:  Cafeteria  Gymnasium  Library  
 Other: \_\_\_\_\_  
Items Needed:  PA System  Bleachers  Podium  Portable Stage  
 Chairs - How Many? \_\_\_\_\_  Tables - How Many? \_\_\_\_\_  
 Other \_\_\_\_\_  
Terms of Use: Facility must be left as clean as it was found. School rules are to be observed at all times. Use of facilities that require custodial staff outside of their normal hours will incur a charge. Use of a school kitchen requires a food service employee and will be billed accordingly.  
 Check here if kitchen is needed. Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

### Complete This Section For Field Trip

Destination: \_\_\_\_\_ Mileage (round trip): \_\_\_\_\_  
Mode of Transportation: \_\_\_\_\_ Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_  
Chaperones: \_\_\_\_\_  
Educational Objectives: \_\_\_\_\_  
Number of Students: \_\_\_\_\_ Anticipated Charge Per Student: \_\_\_\_\_  
Will students miss their scheduled school lunch? \_\_\_\_\_  
Will students need a school sack lunch provided to take with them? \_\_\_\_\_  
Every school sack lunch **MUST** include a milk, therefore the trip coordinator is **REQUIRED** to provide a cooler. Names of every student requesting a school sack lunch **MUST** be sent to the Food Service Director by 9:00 AM at least 5 business days prior to the trip.

Signature of Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Athletic Director: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

\*Non-School Groups please complete page 2 on reverse

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Page 2 for Non-School Groups Only

There may be additional fees involved if this request is approved. You will be made aware of those fees before you are given final approval.

Is the person requesting to use the facility a Byron Area Schools resident? \_\_\_\_\_

Will person requesting to use facility be present while the activity is taking place? \_\_\_\_\_

Number of Byron Area Schools students/adults involved in activity? \_\_\_\_\_

Number of total students/adults involved? \_\_\_\_\_

Is there a limit to the number of participants? \_\_\_\_\_ If yes, what is the limit? \_\_\_\_\_

Is there any cost to participants? \_\_\_\_\_ If yes, what is the cost? \_\_\_\_\_

Please give a breakdown of the costs involved in this activity:

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Will those participating in this activity be covered by insurance? \_\_\_\_\_

If this group is going to be dealing with more than \$200 during the course of any given year, who will be responsible for maintaining the financial records for the organization/group?

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Will those records be audited annually? \_\_\_\_\_

All school sponsored activities have priority when scheduling rooms/gym.

## Rental Fees:

HS Gym - \$150.00

ES Gym - \$100.00

Cafeteria - \$75.00

Classroom - \$40.00

As contact person or sponsor requesting the use of a Byron Area Schools facility, I will be responsible for clean-up, damages to facilities, and fees for rental and/or staff.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_