



Building/Facility Rental Application

Event _____

Public or private event? _____ Will a fee be charged for the event? (If yes, how much) _____

Estimated number of people attending _____ Sponsor/Organization _____

Date of Event _____ Set up time _____ Start time _____ End time _____ Exit time _____

Building/Rooms Requested _____

Additional request(s) or comment(s): (i.e. microphone, chairs, tables, etc.) _____

Contact person _____ Work Phone _____ Cell Phone _____

Billing Address _____ Email Address _____

Is there a desire or plan which includes serving or selling food products by the Sponsor or Organization at this event? YES _____ NO _____ If yes, attach explanation

- Food Products served at no charge by outside groups must receive prior approval
- The Sale of Concessions or Food Products is NOT allowed by outside/non-school groups.

**Please note that drinks and/or food items are NEVER permitted in our Auditorium or Gym facilities!
 Refusal to abide by this policy will result in disapproval of future requests.
 Be sure to read the attached policy carefully before signing your request.**

It is mandatory for the protection of the above-named sponsor/organization that **appropriate liability insurance be purchased and a certificate of insurance indicating Three Rivers Local School District as an additional insured be furnished with this application.** The above named sponsor/organization also agrees to indemnify and hold harmless the Three Rivers Board of Education and their agents and employees from all liability, claims, demands or costs for or arising out of the facility being used by the sponsor/organization or due to cancellations or closures. The above named sponsor/organization acknowledges receipt of the regulations, fee schedule and Three Rivers School District Bylaws and Policies pertaining to Three Rivers School District Facilities.

Signature of Sponsor _____ Date _____

APPROVED _____ DISAPPROVED _____

Administrator's Signature _____

Send to Treasurer's Office at Three Rivers Board Office