

Rye City School District
Application for Use of School Facilities

For Use by School District, Parent Organizations, Student Booster Clubs, etc.
(Must be submitted 30 days prior to requested date of use. No exceptions)
(Public Use requires a different form.)

STEPS 1 THROUGH 5 MUST BE FOLLOWED IN ORDER FOR REVIEW

Please print legibly

Step 1. Submit completed application directly to School Building Secretary

Entered on Calendar by School Building Secretary

School Requested: _____

Date(s) Requested: _____ Time(s): _____

Use of Specific Location: _____
(Exact location of Rooms, Facilities, Athletic Fields, etc. must be indicated.)

Name of Organization (User): _____

Contact Person: _____ Phone: _____

Address: _____ Fax: _____

_____ Email: _____

Purpose: _____

Number of Participants Expected: Adults: _____ Students: _____

Identify any specific security requirements, including if necessary, notification of Rye City Police Department:

Detailed description of any equipment needed or special arrangements required: _____

Use of Rye Performing Arts Center-Complete Rye Performing Arts Center Use Form.
If application is for use of Rye Performing Arts Center, approval shall not be made by Administration until use of Rye P.A.C. has been discussed with and approved by the Center's technical staff.

Cafeteria/Kitchen Use-Food Service Director must co-sign with Head Custodian.
Care and maintenance of Cafeteria equipment and facilities is responsibility of organization and signing representative who will operate in coordination with Food Service Staff supervision.

Use of Gymnasium, Stadium, Field House, or Fields-Athletic Director must co-sign with Head Custodian.

Review and Approval Page

Cleared by: _____
Step 2.a. Head Custodian

Date: _____

Step 2.b. Food Service Director (if applicable)

Date: _____

Step 2.c. Athletic Director (if applicable)

Date: _____

Step 2.d. Performing Arts Center (if applicable)

Date: _____

Authorized by: _____
Step 3. Building Principal

Date: _____

Reviewed by: _____
Step 4. Director of Facilities

Date: _____

Approved by: _____
Step 5. Business Manager

Date: _____

Approved copy returned to Applicant:

Date: _____

If not approved, copy returned to Applicant:

Date: _____

Reason(s): _____

Copies to: Head Custodian Food Service Director Athletic Director
 PAC Staff Building Principal Director of Facilities