

RADFORD CITY SCHOOL BOARD
 1612 Wadsworth Street
 Radford, VA 24141

Use of School Facilities Request

July 1, 2018 - June 30, 2019

Please complete all requested information. Incomplete Forms will not be processed.
Turn in this application at the requested school.

Organization/Club making the request _____ 501 c 3 Non-profit Number _____ Not a 501 c 3 _____

Check the Facility you are requesting to use:

- RHS** King Center Gym Dining Room Kitchen Stadium Library Classroom(s) How many? ___
 Auditorium Yes, sound equipment needed No, sound equipment not needed Tennis Courts Practice Field
 Dalton Classroom(s) How many? ___
 Belle Heth Practice Field Gym Dining room Kitchen Stage Library Classroom(s) How many? ___
 McHarg Practice Field Gym/Dining room Kitchen Stage Library Classroom(s) How many? ___

List the type of Activity or Event to be held in the school facility: meeting, fund raising, sports camp, etc. _____

Is there a fee associated with participating in the activity or event? _____ If yes, list the participation fee per student/ person? _____
 For example, if this is a sports camp, list the fee for participation.

Date/Dates requested between July 1, 2018 to June 30, 2019 _____ Beginning Time _____ Ending Time _____

A. The School Board/School Agrees:

1. To assure that the requested facilities are in order for use.
2. To see that the building is unlocked and locked at requested times.
3. To provide a food service worker to supervise kitchen area when the kitchen is used.
4. To provide a stage/sound technician to supervise when equipment is requested to be used.

B. The Organization or Individual Agrees:

1. To supply adequate supervision of activity and pay for any damages to equipment or the facility.
2. To assume all responsibility for any injuries resulting from the event or activity.
3. To leave building and grounds in good condition after the activity.
4. To assure that the Radford City School Board Policy prohibiting the use of all alcohol, tobacco, or illegal substances on school property is supported.
5. To pay for the following facility, utility and personnel charges at least **5** working days prior to the activity or event.
6. To indemnify and hold harmless the School Board from any and all liability, loss or damage it may suffer as a result of claims, demands, costs or judgment against it arising out of any act or omission of the organization or club, or by any act or omission of the School Board, its agents or employees.
7. They understand that the School Board does **not** provide liability insurance to cover your use of the building or grounds. You are urged to obtain our own coverage from your insurer for your protection.

Facility Rent	Utilities	Personnel Costs	Total Charges	Superintendent's Initials

Make check payable to the Radford City School Board and deliver or mail to the requested school a minimum of 5 working days prior to the activity. For questions, dial 540-731-3647, email ewilliams@rcps.org or call the school.

_____ Signature of Applicant _____ Date
 _____ Signature of Principal _____ Date
 (Verifies the availability of the facility)
 _____ Printed Name of Applicant
 _____ Phone _____ Email
 _____ Address _____ Signature of Board Chair