



BRISTOL SCHOOL DISTRICT #1

Being a positive and lasting influence for all!

Facility Request Use Form

Outside organizations will need to provide Bristol School with proof of Insurance Form upon submission of the Facility Request form.

Today's Date: _____

Name: _____ **Phone:** _____

Email Address: _____

(You will be notified by email when your request has been approved.)

Organization Name: _____

For Profit

Non-Profit

District Employee

ESTIMATED NUMBER OF OCCUPANTS FOR THE EVENT _____

Room/Location Requested: Please check your preferred space.

Athletic Field 1 (west of playground)

LGI Foyer (50 occupants)

Softball South West Volk Field

LGI Breakout Room (Former Room 201) (15 occupants)

Softball North West Field

Library Media Center (40 occupants)

Classroom 1 Room 304 (4K Hallway - 10 occupants)

Cafeteria (300 occupants)

Classroom 2 Room 204 (8th Gr Hallway - 28 occupants)

Gymnasium - Small (200 occupants)

Classroom 3 Room 501 (Art Room – 28 occupants)

Gymnasium - Large (400 occupants)

Stage

Weight Room/Mezzanine (20 occupants)

Conference Room 1 - LGI (40 occupants)

Conference Room 2 - Room 305 (10 occupants)



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Groups may request facility usage 3 weeks prior to their preferred start date. Please see the following table for more information.

| <i>Beginning Date for Facility Use Requests</i> | <i>Date Range For Facility Usage</i> |
|--|---|
| August 7th | September 1st-October 31st |
| October 7th | November 1st-December 31st |
| December 7th | January 1st-February 29th |
| February 7th | March 1st-April 30th |
| April 7th | May 1st-June 30th |
| June 7th | July 1st-August 31st |

Please list Preferred Dates and Preferred Times below.

| Preferred Dates | Start and End Times |
|------------------------|----------------------------|
| | |



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If you are requesting to use district materials/technology/equipment, please enter in the space below. This includes any custodial (ex.# of chairs, tables, garbage cans, etc.) or technology (ex. projector/display, microphone, speakers, etc.) needs. Be specific.

Custodial:

Technology:

Do you have any other material requests outside of the custodial and technology department? If so, please enter in the space below.



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A 24-hour notice must be sent to koessler.jean@bristol.k12.wi.us if your reserved space will not be used on the date you requested.

Terms and Conditions:

I understand that this facility use request does not guarantee the use of the facility requested. I understand that Bristol School District #1 school functions take precedence over this facility request. I understand that my request may be canceled due to a school function. I agree to abide by my scheduled times.

I understand that Bristol School District #1 holds no liability for any injury incurred by a member of my organization on school property.

Supervision of use of the school facilities shall be the prime responsibility of the applicant. Lack of proper supervision may result in loss of facility use privileges. The school custodian working during the assigned time shall assist and acquaint the applicant in proper use of the facilities and shall exercise such necessary authority to protect and preserve school property from damage. I understand my organization is liable for any damage done to school equipment and/or property.

My organization agrees to maintain all safety and security measures during use of the facility. (i.e, No propping doors open unattended, covering emergency lighting, etc.)

Failure to abide by any and all rules and requests will be deemed sufficient grounds for denying any future use.

For more information, please see school policy **#7510 Use of District Facilities**.

Name (print) _____

Signature _____

FOR OFFICE USE ONLY

Approved by: _____ Entered on calendar by: _____

Date: _____