



## Facility Rental Event Worksheet

**Organization:** \_\_\_\_\_

**Contact Information :** \_\_\_\_\_ ( name)  
\_\_\_\_\_ (phone)

**Event Title:** \_\_\_\_\_

**Event Website:** \_\_\_\_\_

**Event Date(s):** \_\_\_\_\_

### General:

	<u>Yes</u>	<u>No</u>
Is the event open to the public?		
Will an admission fee be charged for the event?		
If event is a fundraiser, will 100% of funds raised be donated to the school district?		
Is this event a tournament or competition type of event?		
Will rebounding devices (bounce houses and other inflatable devices), portable rock climbing walls, amusement rides, canopies, tents, or portable restrooms be used during the event? If yes, please list and provide vendor information:		
Will food/drinks/merchandise/other items be sold at the event? If yes, please list and provide organization(s) or vendor(s) information:		

**List any setup requirements:**

**List specific areas that will be used for the event (including hallways, restroom areas, concession areas, parking and other outdoor areas):**

**List all doors and the times they are to be scheduled unlocked:**

**Gymnasium Use:**

	<b><u>Yes</u></b>	<b><u>No</u></b>
Will scoreboard and sound system be used for the event? If yes, please list equipment and the district-approved employee or company responsible during the event:		
Will basketball goals need to be down for the event?		
Will special floor covering be needed?		
Will bleachers need to be pulled out for spectators?		
Will locker rooms be used for the event?		
Will an Athletic Trainer be working the event?		

**Auditorium/Conference Room/ Media Center Use:**

	<b><u>Yes</u></b>	<b><u>No</u></b>
Will A/V equipment be used for the event (including microphone, projector, screen, etc.)? If yes, please list equipment and the district-approved employee or company responsible during the event:		
Will dressing rooms be used for the event?		
Will a podium be used for the event? If yes, list location of stage:		
Will theatre curtains or a stage back drop be used during the event? If yes, please describe:		
Will special stage floor covering be needed for the event?		
Will risers be used on stage for the event?		

**Stadium Use:**

	<b><u>Yes</u></b>	<b><u>No</u></b>
Will press box be used during the event? If yes, please list equipment (scoreboard, sound, play clock, etc.) and the district-approved employee or company responsible during the event:		
Will the event include tailgating in the parking area?		
Will an athletic trainer or EMS be working the event? If so, please list:		