

**RIVERSIDE SCHOOL DISTRICT
EVENT SHEET
USE OF FACILITIES**

Name _____

Phone # _____ Cell # _____

Date of event _____ Time _____

Time building to be open _____

Practice Date _____ Time _____

Dress Rehearsal Date _____ Time _____

Please see the capacity limits listed on the Use of School Facilities Policy Addendum.

Rooms Needed _____

2 Police Officers and 1 Fireman are needed.

Are lighting people needed? _____

Are sound people needed? _____

Are technology people needed? _____

Are the cafeteria & kitchen needed? _____

Remarks:

1- Group's Copy; 2 –Superintendent; 3 – Business Office;
4 - Building Principal; 5 – Cafeteria Supervisor