

Roxboro Community School
Request for Facility Use

Date:			
Primary Event Contact Name:			
Email:			
Telephone:			
Address:			
Event Date(s):			
Start Time:			
End Time:			
<i>(include set up and break down time)</i>			Total Hours Requested:

Room(s) Requested:	
<input type="checkbox"/> Gymnasium <input type="checkbox"/> Concession Stand <input type="checkbox"/> Multipurpose room-large, with stage <input type="checkbox"/> Multipurpose room-small <input type="checkbox"/> Dance room <input type="checkbox"/> Dressing room <input type="checkbox"/> Athletic Lounge	<input type="checkbox"/> Warming Station <input type="checkbox"/> Dining Hall, single <input type="checkbox"/> Dining Hall, double <input type="checkbox"/> Library <input type="checkbox"/> Locker rooms <input type="checkbox"/> Single Classroom <input type="checkbox"/> Other:
Event Title:	
Event Description:	
Group Name:	
Group Description:	
Group Type:	
<input type="checkbox"/> RCS <input type="checkbox"/> BHCS <input type="checkbox"/> Roxboro Government <input type="checkbox"/> Parks & Recreation	<input type="checkbox"/> Person County Government <input type="checkbox"/> For-Profit <input type="checkbox"/> Non-Profit <input type="checkbox"/> Other: _____
Nonprofit ID number:	

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Number of Attendees: _____ <input type="checkbox"/> Adult group <input type="checkbox"/> Youth group <input type="checkbox"/> Child group
A/V Equipment Needs:
Lighting Needs:
Other Request(s):

Certificate of Insurance Requirement
<input type="checkbox"/> I have attached a certificate of insurance naming Roxboro Community School as additional insured for \$1,000,000.
<input type="checkbox"/> I would like to purchase a one-time special event insurance policy through the school at a cost of \$100.

For Office Use Only:

Request for facility use received on: _____/_____/_____

Request for facility rental has been approved. denied.

Signature of RCS Facilities Coordinator: _____

Required:		
	Base rental fee:	
	Auxiliary room(s):	
	Refundable security deposit:	
	Cleaning fee:	
	Custodial staff on site:	
	Security on site:	
Optional:		
	Use of sound and lighting equipment:	
	Services of sound and lighting technician:	
	Furniture set up / break down	
	Special event insurance policy	
	Total due to Roxboro Community School:	

If you wish to reserve the RCS facility listed above, please complete the enclosed facility rental agreement and submit a check for the \$ _____ security deposit made payable to *Roxboro Community School* by _____/_____/_____. Please note the room and event date on the memo line of your check.