

Request for Use of School Facilities

After submission of this request, the office will contact you to inform you about availability and cost. If you have not received a response within 10 days, please call 419-694-2211, extension 1800.

Group/Event making the request: *

Riverdale Community Youth Group (The Flock)

Date and hours of the event: *

2nd Sunday of every month starting in September 2025 and going through April 2026

Arrival and departure times of organizers for set-up and tear-down: *

4:30pm- 7:00pm

Name of the Event

Riverdale Community Youth Group

Do you need custodians? *

☐

Yes

☒

No

If so, how many custodians do you need?

.....

For what hours do you need custodians?

.....

Approximate percentage of persons in the group who are residents of the Riverdale School District:

*

100%

.....

Check the facilities desired: *

- ☐ Gymnasium K-12 building
- ☐ Auxiliary Gym K-12 building
- ☒ Gymnasium old school
- ☐ Cafeteria
- ☐ Kitchen
- ☐ Auditorium
- ☐ Library
- ☐ Athletic Field
- ☐ Classrooms
- ☒ Other

If you checked "Kitchen" above, list the appliances you plan to use.

.....

If you checked "Athletic Field" above, list specific field desired.

.....

If you checked "Classrooms" above, list number of classrooms and room numbers or wing(s) desired, if you have a preference.

.....

If you checked "Other" above, specify the space/location.

Old school gym and Caffeteria

.....

Purpose of event: *

Community youth group

.....

Cost of admission or fees: *

\$0

.....

Describe any items to be sold (or indicate "none"). *

none

.....

Purpose of money received: *

n/a

Types of materials to be distributed (or indicate "none"): *

n/a

Approximate number of people you expect to attend: *

15-80

Describe in detail all equipment you'd like to request (number of chairs, number and type of tables, PA system, projector, etc.). *

none

Describe the setup required, if other than normal.

Contact person's name: *

Ken Gray

Email address: *

kegray@riverdalefalcons.org

Phone number: *

567-674-1044

Full address: *

15738 State Route 37 Forest, Ohio 45843

User fees are due and payable upon receipt of School District billings which will be made at the conclusion of use. A deposit may be required, depending on several board-determined categories. You will be notified if a deposit is required. A deposit is refundable if notice of cancellation is given at least 48 hours before the event date. *

The applicant hereby agrees to indemnify and hold harmless the Riverdale Local School District from any liability for damages to any person or property in or about the School District premises from any cause whatsoever. All persons or groups using school facilities shall be responsible for the proper supervision, control, and accommodation of persons attending the activity. The applicant agrees to be responsible for the preservation of order.

Applicant's signature. Typing your name below constitutes your legal signature.

Ken gray

Date of signature *

MM DD YYYY

07 / 03 / 2025

This form was created inside of Riverdale Local Schools.

Google Forms