

**RIVER SCHOOL**  
2447 Old Sonoma Rd  
Napa, CA 94558

**APPLICATION FOR SCHEDULING ACTIVITIES & USE OF RIVER SCHOOL FACILITIES**

ACTIVITY/EVENT/CLUB/OTHER: \_\_\_\_\_

Day(s) & Date(s) of ACTIVITY \_\_\_\_\_

Date Activity begins \_\_\_\_\_ Time: \_\_\_\_\_

NAME OF PERSON ORGANIZING ACTIVITY \_\_\_\_\_

TITLE (Teacher, PAC Rep., Parent, etc.) \_\_\_\_\_

Telephone # of Contact Person \_\_\_\_\_ e-mail \_\_\_\_\_

Purpose of activity \_\_\_\_\_

Budget Attached if Applicable \_\_\_\_\_ ( Please check  ) Email this Form to: **Mford@nvusd.k12.ca.us**

**Facility requesting:**

<input type="checkbox"/> Library	<input type="checkbox"/> Outside Patio area
<input type="checkbox"/> Classroom #	<input type="checkbox"/> Other:
<input type="checkbox"/> School Office	
<input type="checkbox"/> Staff Room	

**Furniture and Equipment requesting:**

<input type="checkbox"/> KEY	<input type="checkbox"/> Chairs #
<input type="checkbox"/> Tables #	<input type="checkbox"/> P A System
<input type="checkbox"/> Piano	<input type="checkbox"/> Other

Set-up Time \_\_\_\_\_ Clean-Up Time \_\_\_\_\_

Personnel Required: Custodian/ Other \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date form Submitted

Signature of person picking up key \_\_\_\_\_ Date: \_\_\_\_\_

Person returning key \_\_\_\_\_ Date: \_\_\_\_\_

Office personnel accepting key \_\_\_\_\_ Date: \_\_\_\_\_

<b>For Office Use Only:</b>	
_____	_____
<b>Principal's Signature</b>	<b>Date</b>
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Due to the following conflict _____  _____ _____	

<b>For Office Use Only:</b>
<input type="checkbox"/> Charted on Activity Calendar <input type="checkbox"/> Teacher Informed <input type="checkbox"/> Custodian Informed <input type="checkbox"/> Budget Attached
Received and Completed by: _____

# **River School**

## **PROCEDURE FOR SCHEDULING AN EVENT/ ACTIVITY/CLUB:**

**Maggie Ford, School Secretary, is the office contact person regarding the scheduling of activities. She is on Monday 7:30a.m. – 2:30pm and available Tues – Fri from 7:30 a.m. – 3:00 p.m.**

**All activities need to be scheduled and approved through the school office. We ask that you please follow these procedures when planning an activity:**

- Fill out “*Application for Scheduling Activities & Use of River School Facilities*” Form and turn it in to Maggie. Forms are available in the office
- Maggie will check calendar for possible conflict with date and use of area requested. She will give form to Linda Inlay, Principal for review and approval
- Linda will return signed form to Maggie who will chart activity on Activity Calendar. Maggie will contact person-originating form and give him/her a copy of the form. Please inform Maggie of ANY changes
- (If applicable) the KEY needs to be picked up on the day of the activity and returned to the office first thing next morning in case there is another activity scheduled for that day. Person needs to sign for the key
- When scheduling an activity on weekends you will need to arrange to have a PAC officer let you into the facilities. The facilities are alarmed.
- When scheduling a field trip, there is other paperwork that needs to be completed. Parents will need to be approved as drivers and/or fingerprinted, as per the nature and requirements of the trip. Please see Field Trip Information Packet. There may be a requirement to submit a budget, if applicable, along with this form.
- When scheduling an event that requires an expenditure of money, like a field trip or fundraiser, etc., you will need to submit a budget with the activities form.