

River School Facilities Request Procedure

Due to the lengthy process of scheduling room (facilities) use at the River School and the many activities at the school, please make sure that you follow the procedures below when making your request:

1. Pick up an Application of Use of River School Facilities (form – salmon color)
2. Check the Master Calendar for availability of the room you are requesting. You do this with the River School Secretary (Maggie Ford). Call 253-6813 or email her: mford@nvusd.k12.ca.us
3. Complete, sign the form
 - ❖ Please make sure you include your email address and phone number.
 - ❖ Form needs to be turned in **two (2) weeks in advance** (10 working days) of event date
4. Attach a budget, if applicable.
4. Turn form in to the River School Secretary (Maggie Ford)
5. Mrs., Inlay approves all requests.
6. When your event is approved, it is charted on the Master Calendar.
 - ❖ Events after 5pm and weekend events need to have a Napa Valley Unified School District Form completed and approved before the event can take place. This process takes time, so plan ahead. This form is completed by the School Secretary and is signed by the River School Principal (Mrs. Inlay). It then goes to the Facilities Department at the Napa Valley Unified School District for scheduling and approval. A copy also goes to our custodian for room set-up and cleaning.
 - ❖ Custodians are on campus during the day and in the evening. Maggie will arrange for the room you have requested to be open for you. The entrance gate in front of the school will be open as well.
 - ❖ When scheduling an activity on the weekends, you will need to arrange for a PAC officer to 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 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, you will need to submit a budget with the activities form.
 - ❖ **Please make sure that all information is confirmed** on the River School Facilities Request Form (salmon color) to avoid last minute changes. Making a change on a school district facilities request is going through the process a second time to make the change.
6. You will be informed of the results of your request by phone or by email when the approval process is completed.