

CAMANCHE CSD

FUND RAISING REQUEST FORM

Name of Organization: _____

Dates of Project: From: _____ To: _____

Is a school facility needed? _____ yes _____ no

Titles and description of Fund Raising Activity: _____

Account funds will be deposited in: _____

Note: All funds raised by an approved school activity must be deposited in School accounts. Do not pay any incurred costs in cash.

Description of Student Involvement: _____

List by name any product to be sold, cost and profit margin: _____

Anticipated revenue to be generated: _____

What is the planned use for the funds being raised: _____

Persons responsible for the collection of money and/or materials:

Name: _____

Address: _____

Phone #: _____

Requested by: _____ Date: _____

School sponsor/employee

Recommended for: Approval _____ Non-approval _____

Principal's Signature _____ Date _____

Approved by:

Activities Director _____ Date _____

ACTIVITY ACCOUNT REQUISITION

Camanche Community School District

Date _____

Vendor _____

Street _____

City _____

To Be Completed in Principal's Office	
Date Needed _____	_____
Approved By _____	
Account Number _____	

Quantity	Catalog Number	ITEM	Cost		Est.
			Unit	Total	

**CAMANCHE COMMUNITY SCHOOL DISTRICT
REQUEST FOR RENTAL OF FACILITIES**

1. Name or Organization Requesting Approval for Rental and Address:

2. Specific Date(s) Requested:

3. Specific Time(s) Requested:

4. Specific Facility/Facilities Requested:

5. Special Needs (Equipment/Personnel, Etc.):

6. Purpose of the Activity:

7. Printed Name of Person Representing the Organization:

8. Email Address of Person Representing the Organization:

9. Contact Number of Person Representing the Organization:

Signature of Person Representing the Organization:

_____ Date: _____

INCOMPLETE REQUEST FORMS WILL NOT BE PROCESSED!

IN ACCORDANCE TO THE CAMANCHE CSD BOARD POLICY 1003.1, A CERTIFICATE OF LIABILITY MUST BE RECEIVED BEFORE YOUR REQUEST WILL BE APPROVED.

FOR OFFICE USE:

Date Request Received _____ Request Denied _____

Request Granted _____ Rental Fee _____

The School Board policy governing the rental of school facilities is available upon request.

**Camanche CSD Building/Gym/Stage Usage Agreement
For School Year 2015-2016**

Group Affiliation: _____

Contact Information: (Printed Name and Phone Number)

For School Year 2015-2016

- The Camanche CSD Building/Gym/Stage is available for public use on a first come, first serve basis with the understanding that school related activities have bumping rights if needed and at the discretion of the building Principal or Activities Director.
- Requests for facilities usage must be placed a minimum of 24 hours in advance for the use of facilities. We will allow groups to sign up for one month at a time. Requests will be considered the last full week of the month for the following month.
- If groups sign up for stage, it means stage only. If groups sign up for gym, it means gym only.
- Due to limited space, public organizations will not be allowed to store equipment in our facilities; however, we will attempt to accommodate with necessary equipment, if possible, with prior notice.
- **No exterior door shall be propped open.**
- All equipment rooms will remain locked after school hours.
- During weekdays the facility is not available to the public before 4:00 p.m. and closes no later than 8:30 p.m.
- Adult supervision is required for school-aged students (at a minimum, 1 adult for every 20 students is required).
- With the exception of restroom facilities, the rest of the building is off limits to users.
- The gym is not available until noon on Sundays.
- No activities will be held on Wednesdays after 6:00 p.m.
- Gym is not available at night after a school event.
- Smoking and alcoholic beverages are NOT allowed on school premises.

- A custodian must be at all games/scrimmages played with other teams (when you have parents/fans present).
- All games: 2 hour minimum...1/2 hour before game to set up, 1 hour game time, ½ hour after game to clean up.
- If game is changed, custodian must be notified in advance. You will be charged a 2-hour call in fee if you forget to call.
- Appropriate footwear should be worn.
- Each organization is responsible for leaving the facilities in the manner or better than it was prior to the activity.
- All gyms/stages closed during spring/fall parent/teacher conferences.
- If you need to cancel your time slot, a notification call needs to be made to the Activities office no later than 3:00 p.m. the day of your reservation.
- If fire alarm goes off, it is the coach's/sponsor's responsibility to get everybody out of the building until an all clear has been announced.
- In the event of a storm/tornado, the boys/girls restrooms outside of the gym shall be used as storm shelters.
- No facilities will be in use when an early out or school cancellation occurs.

Camanche Middle School

- Gym lights are programmed to automatically turn on/off.

CAMANCHE COMMUNITY SCHOOLS
CAMANCHE, IOWA

VEHICLE REQUEST

Today's Date: _____

Group & Leader: _____

Date Needed: _____

Destination: _____

Number of Students: _____ Number of Adults: _____

School Departure Time: _____

Return Time to School: _____

Purpose of Trip: _____

Building Principal Approval: _____

For Transportation Office Use

Vehicle: _____ Driver: _____

No vehicle available

Need to pick up keys

Transport Approval _____

W-Trans. Director

Y-Principal

P-Sponsor