

# BARRON AREA COMMUNITY CENTER FACILITY REQUEST FORM FOR THE BARRON AREA SCHOOLS

Name: \_\_\_\_\_

Event: (i.e. rehearsal, class, practice, game) \_\_\_\_\_

PLEASE CHECK ALL AREAS THAT APPLY-CHECK BELOW EACH AREA.

GYM-Full	GYM-Half	Running Track	Aerobics Room	Racquetball Courts	Meeting Room

Weight Room	Pool*	Theater*	Other Specify _____

PLEASE FILL OUT COMPLETELY. PLEASE BE SPECIFIC

DATE	GROUP	# OF STUDENTS	FACILITY	TIME	TOTAL TIME

**\*\*IF UTILIZING THE POOL OR THEATER PLEASE REFER TO BACK OF SHEET.\*\***

TEACHER OR INSTRUCTOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

<b>BACC OFFICE USE ONLY</b>		
DATE RECEIVED: _____	IN COMPUTER: _____	OFFICE STAFF INITIALS: _____

<b>BASD OFFICE USE ONLY</b>		
DATE RECEIVED: _____	CONFIRMED WITH: _____	OFFICE STAFF INITIALS: _____

**Per the BASD usage agreement with the BACC, major events must be scheduled a minimum of ninety (90) days prior to use. Extra-curricular activities should be scheduled 15 days prior to the month of use; classes should be scheduled 30 days prior to use.**

### POOL USAGE AGREEMENT

Per the BASD School use agreement with the BACC (page2, section 5); the Center will provide the first lifeguard needed during hours the school uses any portion of the swimming pool, added guards needed, will need to be provided or the school will share in the cost of the additional guards wages.

Therefore, if you wish to use the pool and will go over the allotted number of children (listed below for each grade level) you must have your principal's and/or school board's permission. You must also specify the number of children you will be bringing (on the front of this page) in order to make sure the BACC provides the appropriate number of lifeguards.

#### MAXIMUM NUMBER OF CHILDREN ALLOWED IN POOL WITH ONE LIFEGUARD

K, 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> grades	4 <sup>TH</sup> Grade and Up
<b>30 children</b>	<b>40 children</b>

### THEATER RESERVATION POLICY

When reserving the theater, you must indicate the days as (1) rehearsal, (2) pre-production, or (3) production days. If you request a production day, the BACC will have the authorization to secure the production day in the place of a rehearsal day, and the BACC will notify the group that has reserved the theater and the BACC will secure an appropriate alternate space if required. If you request a pre-production day when the theater is reserved for rehearsal days, you must receive authorization from the group who had the theater reserved for rehearsal days. They must then notify the BACC of the changes.

**Rehearsal Days** are defined as days when a group needs to practice without a set.

**Pre-Production Days** are defined as days when a group needs to practice with a set.

**Production Days** are defined as days when a group performs in front of an audience.