

Kendrick Cleckley

Email: kendrick.cleckley@richlandone.org

Phone: (803) 738-7224 Fax: (803) 738-7901

Building Rental Application and Contract

Application

Site requested (specific area) Date(s) requested Time(s) *In & Out the door* Event Title # of people

[Auditorium, Gym, Media Center, Café, Football Field, Baseball Field, Tennis Court, Outside Basketball Courts, Classroom(s)]

Description of Event: _____

Equipment Needed

Please place a check to the right of item(s) needed

**May require a district/school qualified technician*

Microphone* ____ CD/Tape* ____ AV Equipment* ____ Computer/Projector* ____

Podium ____ Tables ____ (#____) Chairs ____ (#____) Other: _____

Will admission be charged, or contributions solicited, for this event? _____

In District ____ Out of District ____ (***District contract may also be required***)

Name of Organization

Contact Person's Name

Contact Phone #

Address

City, State, Zip

Contact Email

To be completed by Crayton personnel

Date of request: _____ Date Confirmed: _____

Confirmed by: _____

Walk-through date/time schedule: _____

Walk-through Occurred: YES or NO

If approved, an in-person walk-through is REQUIRED at LEAST 24 HOURS prior to scheduled time.

Depending on dates/times, a custodial service charge might apply