

# School District of New Richmond

## Facilities Request Form



To request space for all locations in the school district, please fill out this form. You will receive an e-mail from : **notifications@mail-do1.rschooldtoday.net** to confirm your request. If your request is denied, you will be contacted by the scheduler. *(Please do not announce your event until you receive the confirmation e-mail to ensure the requested space/date/time is available.)*

To view the facility schedule for events or available space, please go to:

<http://fs-newrichmond.rschooldtoday.com/calendar/index/publicview/>

*(Please check which of the following you would like to request.)*

☐ **Student/Staff School Affiliated Groups Only**

Contact: Diane Niederer @ 243-7422 or by email :

[dniederer@newrichmond.k12.wi.us](mailto:dniederer@newrichmond.k12.wi.us)

☐ **Non-School Affiliated Groups**

Contact: Sara Rogers @ 243-7421 or by email:

[srogers@newrichmond.k12.wi.us](mailto:srogers@newrichmond.k12.wi.us)

☐ **New Request**

☐ **Change(s) in Event** *(Enter Details in Comment Section)*

☐ **Cancel Event** *(48 hr notice required)*

**Today's Date:**

**Requestor's Name:**

**Phone # :**

**E-Mail Address:**

**Billing Address:** (If applicable)

**Proof of Liability Insurance**

*(Required for all non-school affiliated groups)*

**Organization/Club Name:**

**Event Description:**

**Event Date(s):**

**Expected Attendance:**

**Building(s) Preferred:**

**Space Preferred:**

**Event Start Time (am /pm)**

*(Building doors will open 30 minutes prior to start time unless it is requested otherwise.)*

**Event End Time (am/pm)**

**Set-up Time (am/pm)**

*(Must be indicated if you are in the building before the event start time.)*

**Set-up instructions** (Be specific)

**Equipment needed:** (Be specific)

(# of Tables/chairs/podium, etc.)

**Food Service Needs:**

**Comments :**

**Please allow 3-5 days to process your request:**