

Application(s) must be submitted to the Director of Activities and Athletics at least 30 days prior to the event for approval.

NOTE: Any volunteer working an event MUST first complete a Non- Employee Background Check Packet **and be approved by the Human Resources Department.**

https://www.dbgschools.org/parents/documents/volunteer

Is this event application being submitted as a part of a current DCSD program?: *(if no, then event will be subject to current DCSD facility rental guidelines)*

Coach Submitting this form:

School: Sport/Activity: School(s) Requesting: Facilities(y) Requesting: Name of Event (to be posted on website): Date(s) of Event: **Event Start Time: Event End Time:** Grade(s) of the Participants: Will the participant receive anything for attending?: If Yes, what: Youth-M Size options for t-shirts: Youth-XS Youth-S Youth-L Youth-XL Adults-XS Adult-S Adult-M Adult-L Adult-XL Adult-XXL Size options for shorts: Youth-XS Youth-S Youth-M Youth-L Youth-XL Adults-XS Adult-S Adult-M Adult-L Adult-XL Adult-XXL What does the participant need to bring? (cleats, etc.):

Give a brief description of your camp:

Please indicate how you intend to disperse income generated by this event:

Participant Fee: \$	Processing Fees/Registration		
Ryzer Processing Fee per Participant: \$	<u>Participant</u>	Ryzer	DCSD Facility
	\$10-\$35	\$3	\$1
DCSD Facility Fee per Participant: \$	\$36-\$50	\$4	\$1
After fees, TOTAL amount per Participant to Programs: \$	\$51-\$100	\$5	\$2
	\$101-\$200	\$10	\$4
	\$201-\$300	\$15	\$6
	\$301-\$400	\$20	\$8
	\$401-\$500	\$25	\$10

Staff working the event (Please indicate staff who will be PAID and staff who will be a VOLUNTEER):

NAME

PAID/VOLUNTEER

Payroll NOTE: In order to be paid, event staff must **have a completed I-9, W-4** and **direct deposit** form on file with the Payroll Department.

For Office Use Only

1. Date application received:

- 2. Selected dates available for use
 - a. School:
 - b. Facilities Scheduler:

- 1. Application Approved:
- 2. Approved by:
- 3. Date: