



# Event Form

Events hosted at Radiant STEM Academy should be aligned with activities and can be hosted by RSA employees or PTO members upon receiving approval.

RSA Event must be approved by CEO. Event review or approval will take at least 4 weeks and is subject to availability. Event form submitted at short notice may not be approved. This includes events hosted by RSA staff and PTO.

I (Event Organizer) understand that all precautions will be taken to prevent any accident; and I do hereby release Radiant STEM Academy, its CEO, principal, administrators, directors, officers, teachers, employees, agents, and volunteers (“released parties”) of any responsibility for financial losses or personal injury, including death, or damages arising from accidents to anyone attending the event.

<b>Event Organizer’s Full Name</b>		<b>Event Organizer’s Email</b>	
<b>Event Organizer’s Phone Number</b>		<b>Event Organizer’s Signature/Date</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No If yes provide event details and purpose below:		<input type="checkbox"/> Yes <input type="checkbox"/> No If yes provide event details and purpose below:	
<b>School Event</b>		<b>Community Event</b>	
<b>Event Name</b>		<b>Event Date</b>	<b>Event Timing</b>
Does the event allow free admission? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes then fill the information in next section.		<b>Cost of Admission per person:</b> Children <input type="text"/> \$ Adults <input type="text"/> \$	
<b>Number of Adult Attending</b>		<b>Number of Children Attending</b>	
		<input type="checkbox"/> Public (Event displayed on calendar) <input type="checkbox"/> Private (By invitation only)	
<b>Venue requesting to be used</b>		<b>Audience</b>	



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Resources/ Equipment Requested			
<input type="checkbox"/> Self <input type="checkbox"/> RSA	<input type="checkbox"/> Self <input type="checkbox"/> RSA <input type="checkbox"/> Other (Provide Detail):	<input type="checkbox"/> Self <input type="checkbox"/> RSA <input type="checkbox"/> Other (Provide Detail):	<input type="checkbox"/> Self <input type="checkbox"/> RSA <input type="checkbox"/> Other (Provide Detail):
<b>Safety measures (security, signs, cones)</b>	<b>Food</b>	<b>Audio-Visual Set up</b>	<b>Location Set up</b>
<input type="checkbox"/> No <input type="checkbox"/> Yes (Provide Detail):	<input type="checkbox"/> No <input type="checkbox"/> Yes (Provide Detail):	<input type="checkbox"/> No <input type="checkbox"/> Yes (Provide Detail):	Provide Detail:
<b>Guest Speaker</b>	<b>Special Guest</b>	<b>Volunteer Needed</b>	<b>Space/Furniture Needed</b>

Radiant STEM Academy has received all required documents. I understand that incorrect and incomplete information may result in delays and possible declination of hosting Event.

I verify that I provided the information accurately.

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

Signature: \_\_\_\_\_

Name of the organization: \_\_\_\_\_

Date: \_\_\_\_\_

### Office Use ONLY

<b>Submission date:</b>	
<b>Event Status:</b>	
<b>Revenue/Expense:</b>	
<b>RSA Building Usage Fee 15% if applicable</b>	
<b>CEO's Signature/Date:</b>	



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## Internal Event

Event could not take place elsewhere if a person is not RSA employee. Event is planned and promoted (concept to execution), exclusively by a RSA employee, student club, student organization, or recognized institutional support group. Radiant STEM Academy is the presenter or facilitator for event. Radiant STEM Academy is listed as the organizer, promoter and point of contact for all inquiries. Radiant STEM Academy manages the logistics for the event. If the event is run by a student club, the organization must be recognized by Radiant STEM Academy.

## Preferred Community Event Upon Special Request

Radiant STEM Academy may allow some of community members to host the events upon administration approval. The entity must provide the detail event logistics proposal for RSA to look at it. The attendees are the invited guests. If an event classification is in question, please contact the Radiant STEM Academy to discuss the specific details of the event.

## Event Calendar

Radiant STEM Academy has an event calendar that lists every official event on campus. To receive event calendar contact RSA administration. Checking this calendar will keep you informed about events and activities occurring at RSA.

Radiant STEM Academy receives a large volume of event requests. In order to accommodate the various requests, the following priority scheduling order has been established.

## Venue Requests

1. Radiant STEM Academy requires all event requests to be submitted through the Event Form. A phone call or personal e-mail is not an official venue request. Please note the following policies regarding venue requests.
2. Classroom space is reserved for RSA events only and it will be assigned after the class schedule has been finalized for a given semester to ensure adequate space is confirmed for academic classes.
3. All requests for events with Student Clubs & Organizations must be submitted by the advisor.
4. A confirmation or disapproval will be sent after the receipt of the Event Form. No reservation for any facility is complete until you receive a confirmation memo.

## Liability

Radiant STEM Academy reserves the right to inspect and control all events/functions. Liability for damages caused by your group to the premises will be charged to the organization or representative responsible for arranging the event. Please note the following:

1. RSA will not assume responsibility for personal or non-personal properties and equipment brought to the facility.



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2. The events should end by the assigned time/schedule.
3. Items cannot be tacked, nailed or otherwise affixed to the walls, ceilings and fixtures of school.
4. Parking is available on a first come basis.
5. Radiant STEM Academy does not provide the security service for any group. This security will be hired by the representative responsible for arranging the event.

## Right to Adjust

1. The RSA administration reserves the right to determine the appropriate use of spaces. An event may be relocated, rescheduled, or canceled at the discretion of the administration.
2. If you need to cancel your event, please contact the administration as quickly as possible. The event requestor is also responsible for canceling all food service items ordered, maintenance setup requests, special parking, and audio/visual requests. The event requestor will be responsible for any costs incurred.

**Requirements:** Below is a list of general event guidelines and specific information that will help ensure a successful event

- No passageways, exits, defibrillators, or fire protection equipment may be blocked or obscured in any way
- Smoking, gambling, alcoholic beverages and weapons are prohibited
- The event requestor is also responsible for providing security services, baby sitters, setting up table and chairs, clean up, etc.
- The facility and rooms used must be left in the condition in which they were found.
- The event requestor is also responsible for providing any technology and media resources.
- Do not adhere items to walls, ceilings or floors without approval from the administration.
- Please place fliers in designated posting locations as specified by the administration.
- Glitter is not to be used in any facility for decoration.
- All decorations must be removed immediately following an event.
- School may provide tables and chairs if available for the event. Please note RSA have limited number of tables and chairs. The requestor will be responsible for securing rented tables and chairs upon receiving approval from the administration. Please be sure to include setup time.
- If food service is required then receive administration approval, please reserve plenty of time for setup and clean up. If food service is present at the event, the requester is responsible for arranging the food and including the table needs for this additional service.
- For using outdoor locations use the same Event Form must be submitted to receive the administration approval. The event requestor is also responsible for providing tables, chairs, tents, trash cans, electricity, and water supply. The event requestor is also responsible for receiving LasColinas and Irving for permits, providing safety for parking, after hours support, turning on outdoor lighting, blocking of parking spaces, etc. Please be sure to clean up after your event. Please tie all trash bags and throw in the dumpster after event completion.



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## Acknowledgement of Personal Liability and Waiver

I \_\_\_\_\_ event organizer of \_\_\_\_\_ accept full responsibility for all expenses for any injuries that might occur to my attendees, guests, hosts, and anyone participating in the event.

By signing this form, however, I hereby release RSA, its CEO, principal, administrators, directors, officers, teachers, employees, agents, assigns, and volunteers (“released parties”) from and against any and all claims, demands, actions, complaints, suits or other forms of liability that any of them may sustain (a) arising out of my attendees failure to comply with local, state, and federal laws and school policies, procedures, and the code of conduct; (b) arising out of any damage or injury caused by my attendees. I also agree to indemnify and hold harmless the released parties from the released claims, including any and all related costs, attorney fees, liabilities, settlements, and/or judgments.

### Signature

I confirm that I have carefully read this CONSENT AND RELEASE and agree to its terms knowingly and voluntarily. I also confirm that I am the event organizer and in charge of the event.

I have signed this CONSENT AND RELEASE this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_\_.

This consent and release has been read and is understood by me.

\_\_\_\_\_  
Signature of Event Organizer/ Date