



Building Bridges to the Future

Educational Service Center (ESC) Assembly Hall Rental Information

The Riverview School District is pleased that we are able to rent the ESC Assembly Hall for a wide variety of community, private and athletic events. Community and private events include classes, concerts, theater, shows, fairs, art expositions, conferences, meetings, trainings, workshops, weddings, celebrations, receptions, memorials, etc. Please note that per state law, alcohol is not allowed on district property at any time. Athletic opportunities include basic dance and ballet, aerobics, jump rope, martial arts, drill team, tumbling gymnastics, etc. Please note that ball sports or any other sports involving throwing or swinging solid objects will not be allowed in the facility.

Business hours at the Educational Service Center occur from 8:00 a.m. through 4:30 p.m. The Assembly Hall hours of potential use for community and private groups will occur outside of business hours, beginning at 4:30 p.m. on weekdays during the school year. Users will be allowed to set up the venue during business hours with prior approval from the school district. Summer daytime rental requests will be reviewed on a case by case basis. On weekends, year round, the Assembly Hall will be available all hours of the day, contingent on staffing availability. School events will always be prioritized per district policy.

To rent the ESC Assembly Hall complete the following steps:

1. Complete the Facility Use Application Form
2. Complete the Educational Service Center Rental Form
3. Return both forms and proof of insurance to Fiscal Coordinator at the ESC. Forms can be submitted via email at purchasing@rsd407.org , regular mail, or by hand delivering them to the ESC.

For further information contact:

Fiscal Coordinator
Riverview School District Educational Service Center
PO Box 519
15510 1st Avenue NE
Duvall, WA 98019

425.844.4511 (p)
425.844.4502 (f)
purchasing@rsd407.org (email)

Revised: 10.17.14; 03.24.15