WHITESVILLE CENTRAL SCHOOL
SCHOOL BUILDING USE REQUEST

Name of Group: _____________________________________________________________

Type of Activity: __________________________________________________________

Briefly Describe Activity: ___________________________________________________

Persons (2) Responsible: ____________________________________________________

Date(s) Desired: ____________________________________________________________

Start Time: ___________________________ End Time: _____________________________

School Authorized Function: YES _____________ NO ______________

| □ Gym: (Please circle) Big or Small | □ Kitchen | □ Cafeteria Only | □ Stage |
| □ Classroom(s) ______________________ |
| □ Grounds (specify) ____________________ |
| □ Podium (w/microphone) | □ Computer/Projector/Screen |

Supplies Needed: ____________________________________________________________

I (we) hereby agree that this group will be held liable and responsible for any damages incurred to the school building or equipment. In addition, I (we) agree that the school or its insurance carrier will not be held responsible for any resulting accident or losses. Use of the school building by an outside group will not be allowed in the event that school is closed. A school related event will take precedence over outside activities. No one will be allowed in the building prior to ½ hour before a scheduled activity.

1. __________________________________________________________
   Signature of Responsible Person          Phone Number          Date

2. __________________________________________________________
   Signature of Responsible Person          Phone Number          Date

_____________________________                       ______________________________
Principal                                           Administrator’s Authorization

For office use only:
□ Custodian Required:  □ Two (2) Hours - $20   □ Four (4) Hours - $40   □ All Day - $80