

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