

WILLIAMSON CENTRAL SCHOOL
APPLICATION FOR USE OF SCHOOL FACILITIES
(SUBMIT TO BUILDING PRINCIPAL 10 DAYS PRIOR TO EVENT)

<u>Routing List</u>	
Custodian	_____
Athletic Dir.	_____
Café. Mgr.	_____
Bdgs. & Grnds.	_____
Technology	_____
Ins. Cert.	_____
Other	_____

Organization: _____

Facilities Requested: (School) _____

Area(s) or Room(s): _____

Purpose of Use: _____

Estimated Attendance: _____ Fund Raising Activity? Yes _____ No _____

Number of Adult Supervisors: _____ Admission Fee: \$ _____

If fee charged, what is the intended use of the fee? _____

Day(s) and Date(s) Requested: _____

Time of Function: Beginning _____ Ending _____

Time Requested: From: _____ To: _____ Total: _____ Hours _____ Minutes

(Please show total anticipated use from first arrival to last departure.)

Special Set-up(s) Desired	Equipment/Supplies Requested

The undersigned, an officer of the organization requesting use of school facilities, guarantees observance of all regulations governing use as listed on the reverse of this form, payment of any charges incurred, and states that the organization assumes responsibility for any personal injury or property damage which may be caused by such use:

For the Organization:

Signed: _____ Date: _____

Title: _____

Address: _____

Telephone Number(s): Day: _____ Evening: _____ Cell: _____

For District Use: Approved/Denied

(1) Principal _____ Date _____

(2) Supt. of Schools/Asst. Supt. _____ Date _____

Fee Charges

	Type	Hourly Rate	Actual Cost
1.	Building Use		
2.	Food Service		
3.	Tech Staff		
4.	Other		