



APPLICATION FOR THE USE OF SCHOOL BUILDING FACILITIES
(form must be completed in its entirety or will be returned to the originator for completion)

Date of Request Permit No.

The undersigned hereby makes application on behalf of for permission to use the in the on the from to for the following purpose:

There will be a charge of \$ for admission. If a charge is made, the proceeds will be devoted to

Rental Fee Custodial Fee Total

(Print name of Authorized Person Applying) (Title) (Telephone)

(Address) (City/State/Zip)

Approval : (Principal Signature) Date:

Approval : (Director of Operations Signature) Date:

This contract made this day of , 20 , by and between the Board of Education of the Westwood Community School District, is for the purpose set forth in the application above, and is governed by the rules and regulations set forth in the Westwood Community School District Board of Education Policy No. 1330.

The permit for use of school building and facilities is granted with the explicit understanding that groups making for such use do not discriminate against minority groups.

The applicant agrees to strictly comply with all rules and regulations formulated by the Westwood Community School District for the use of building; to pay stipulated fee at the time contract is signed, to be responsible for careful use of building and equipment; to make good any damages inflicted during the use, including preparation or cleaning up, and to provide the necessary supervisory personnel.

- 1. Application for use of building must be made 10 days prior to use.
2. Young children must be adequately supervised at all times.
3. All furniture and equipment used must be left in order for use the next day.
4. No persons are to be permitted on gym floor for games unless wearing proper athletic shoes.
5. THERE WILL BE NO MEETINGS HELD DURING ANY SCHOOL HOLIDAY.

The Board of Education does not cover liability unless it is a school sponsored activity.

(Applicant's Signature) (Date)