



APPLICATION FOR THE USE OF SCHOOL BUILDING FACILITIES

Application for use of building must be made 10 days prior to use

(This form must be completed in its entirety or it will be returned to the originator for completion.)

Date of Request _____ Permit No. _____

The undersigned hereby makes application on behalf of _____ for
 (Name of Organization)
 permission to use the _____ in the _____
 (Facility: gym, auditorium, etc) (Name of Building)
 on _____ from _____ to _____
 (Date) (Time) (Time)
 for the following purpose: _____

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

 (Name of Organization or Individuals)
 Rental Fee _____ Custodial Fee _____ Total _____

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

 (Address) (City/State/Zip)

Approval : _____ Date: _____
 (Principal Signature)

Approval : _____ Date: _____
 (Director of Operations Signature)

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. **NO MEETINGS WILL BE HELD DURING ANY SCHOOL HOLIDAY.**
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.

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

 (Applicant's Signature) (Date)