Request For Use of School Facilities

TO THE BOARD OF EDUCATION OF WASHINGTON COUNTY SCHOOL DISTRICT
RENTAL APPLICATION

MUST BE TYPEWRITTEN - Be sure last copy is legible.

Name of Applicant: _____ Date of Application: _____

Address: _____ School: _____

Cell Phone: _____ Business: _____ Facilities will be used by: _____

Type of Activitiy _____ Approximate Number of People: _____

EMAIL ADDRESS:

Month	Date(s) Requested	Year	From	To
			___a.m. ___p.m.	___a.m. ___p.m.
			___a.m. ___p.m.	___a.m. ___p.m.
			___a.m. ___p.m.	___a.m. ___p.m.
			___a.m. ___p.m.	___a.m. ___p.m.
			___a.m. ___p.m.	___a.m. ___p.m.

TO BE COMPLETED BY PRINCIPAL OR WCSD REPRESENTATIVE

FACILITY	Rental Fee per Hour	Hours	Total	For District Use Only
			$	$
			$	$
			$	$
			$	$
			$	$

PERSONNEL REQUIRED	Staff Charge per Hour	Hours	Total	
			$	$
			$	$
			$	$
			$	$
			$	$
TOTAL CHARGE for facilities as described above:			$	$

[ ] Security has been arranged **Date of Approval:** **Time of Approval:**

AGREEMENT

Read and sign the Agreement on the SECOND PAGE - Signature of applicant, principal, and or district administrator are required.

APPLICANT'S NAME AND ADDRESS

Name: _____

_____
(Street Address)

_____
(City) (State) (Zip)

_____
Signature (By typing my name in this box I am signing this form)

INSURANCE $1,000,000.00 PRIMARY per occurrence and $2,000,000.00 AGGREGATE LIABILITY insurance is required. "School Name' and "Washington County School District" should be listed as "Additional Insured" on a primary/non-contributory basis. Amendments, Endorsement Changes and Exclusions will void this contract.

Insurance Company: _____

Policy Holder: _____

PRINCIPAL'S RECOMMENDATION	DISTRICT ADMINISTRATOR'S APPROVAL
(School Administrator's Signature)	(District Director's Signature)

PAYMENT: Make checks payable to Washington County School District and submit all payments to _____ 121 W. Tabernacle, St. George, UT 84770.

Principals should fill out Special Activites Report for all personnel costs and submit to _____ for approval to payroll office.