



Washington County School District

Request for Use of School Facilities

Name of Applicant and Business: _____ Date of Application: _____
 Address: _____ Approx. Number of People: _____
 Cell Phone: _____ Requested Building/School: _____
 Type of Activity: _____ Facilities will be used by: _____

EMAIL ADDRESS: _____

Date(s) Requested	Year	From		To	
		a.m.	p.m.	a.m.	p.m.

TO BE COMPLETED BY PRINCIPAL OR WCSD REPRESENTATIVE

FACILITY	Rental Fee/Hour	Hours	For School Use Only
			\$
			\$
			\$
			\$
			\$

Facility Total: \$

PERSONNEL FEE (Hourly Charge) IMPACT FEE (Charged on non-school days per policy 5200)	PERSONNEL FEE / Hour IMPACT FEE / Hour	Hours	For School Use Only
			\$
			\$
			\$
			\$

Personnel/Impact Fee Total \$

AGREEMENT

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

<p>APPLICANT'S NAME AND ADDRESS</p> <p>Name: _____</p> <p>(Street Address) _____</p> <p>(City) _____ (State) _____ (Zip) _____</p> <p>Signature _____</p>	<p>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.</p> <p>Insurance Company: _____</p> <p>Policy Holder: _____</p>
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<p>PRINCIPAL'S RECOMMENDATION</p> <p>Date of Approval: _____</p> <p>(School Administrator's Signature)</p>	<p>DISTRICT ADMINISTRATOR'S APPROVAL</p> <p>(District Director's Signature)</p>
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PAYMENT: Make checks payable to Washington County School District and submit all payments to the school along with required documentation at least 2 weeks prior to event. If rental is on-going, payment is required month to month at least 2 weeks prior to the beginning of the month. Failure to provide paperwork, insurance, and/or payment may result in cancellation of the facility rental.

Signed Agreement Received Insurance Received Payment Received