

WESTERN DUBUQUE COMMUNITY SCHOOL DISTRICT REQUEST FOR USE OF FACILITIES

(Distribution: Green-Sponsoring Group; Yellow-Principal; Pink/Gold-Bldg/Grounds; White-Business Office)

Building requested: _____ Date of Activity: _____ Time: _____

This is a(n) one time request on-going request from _____ to _____

Sponsoring Organization: _____ Type of Activity: _____

Facilities Requested: _____

Equipment Needed: _____

(Tables, chairs, projectors, screens, athletic equipment, etc., should be noted above)

It is hereby acknowledged that I have read the guidelines for use of school facilities and understand their content. I am authorized to sign this agreement on behalf of the organization named above. The Board of Education shall be held harmless for any damages to persons or property arising from the sponsored activity. That failure to abide by the above-mentioned terms or repeated wanton abuse of the facilities will result in cancellation of this and any future contracts. To notify the building principal in the event of a cancellation or variation.

Signed: _____

Representative of Sponsoring Group

Mailing Address

Phone Number

Date

Approved: _____

Authorized School Official

Date

INSURANCE COMPANY (required) _____ POLICY NO.: _____

See enclosed schedule for costs and guidelines for usage

Rental Schedule (Circle one) Class I II III IV V Facility use charges: _____ Other charges: _____

Custodian Charges: _____ Hours: _____ Other personnel charges: _____ Hours: _____

Special notes _____ Amount of Deposit: _____

SIGNATURE – BUILDING PRINCIPAL _____ Date _____

Approved: _____ Reviewed: June 9, 2008 Revised: May 14, 2007