

APPLICATION FOR USE OF FACILITY OR FURNISHINGS

Facility or Furnishings Requested _____ Time: From _____ To: _____

Date of Application _____ Date of Event/Use _____

Organization Making Request
(Name and Address)

Person Responsible
(Name, Address & Phone No.)

Event or Purpose _____

Use of school facilities is limited to public and civic organizations under the following conditions:

1. No alcoholic beverages or drugs may enter the campus at any time.
2. Security and safety of persons attending events are the sole responsibility of the person and organization listed on this application.
3. _____ School and Williamsburg County School District assume no legal responsibility for any person, vehicles or other personal property of those attending such events.
4. School property used must be properly cared for or damage costs will be assessed to the person and organization listed on this application.
5. The principal or his/her designee must be present to open and close the building, to turn on the lights, etc. A cafeteria worker or a person that is designated by the principal must be present where kitchens or kitchen equipment is to be used.
6. Proof of an insurance bond may be necessary for certain events.
7. Fees will be charged in accordance with the amount(s) shown on the approved application and must be paid in advance of use. Any additional charges due to damages, custodial time or unusual services are due within ten (10) days of notification. Checks should be made payable to the Williamsburg County School District and submitted through the principal of the school being used. Principals shall forward these checks to the districts business office upon receipt. (Fees may be waived for certain non-profit organizations with proper supporting documentation.)
8. The school district will not be responsible for any cancellations which may become necessary by the district. Also, the district will not be liable for any expenses incurred due to these cancellations.
9. Building or rooms will be cleaned before returning to the district.
10. The person/organization agrees to indemnify, defend and same hold harmless WCSD, its officers, agents and employees from any and all claims and losses occurring or resulting in connection with the performance of the above event.
11. The person/organization agrees to pay in full before the use of any facility or furnishings.

Facilities Used:

Cafeteria _____ Kitchen _____ Gym _____ Other _____

Fees Assessed:

Furnishings \$ _____ Custodial \$ _____ Facility \$ _____ Cafeteria Worker \$ _____

Kitchen \$ _____ Other \$ _____

Signature of Person Responsible

Date

Witness

Date

Signature of Principal/Designee

Date

Witness

Date

Amount Received \$ _____

Receipt Issued to _____

Approved By

Position

Date