WILLOUGHBY-EASTLAKE CIY SCHOOL DISTRICT

APPLICATION FOR USE OF PUBLIC SCHOOL BUILDING

SECTION 1 – TO BE COMPLETED BY APPLICANT

Name of Organization _____ Contact Person _____

Address _____ Phone Number _____

Type of Program/Event _____

Date(s) _____ Estimated Attendance _____

Actual Beginning and Ending Time of Event: From_____ To _____

Total Time needed (including any set up and clean up): From _____ To _____

Building Requested _____ Room or part of Building _____

Check (√) if any special requirements are needed:

___ Custodial Services ___ Room Rearrangement ___ Refreshments Served ___ Cafeteria Services

___ Audio Visual Equipment ___ Other Equipment ___ Concession Stand ___ Other

Describe special requirements: _____

_____

Name of Person(s) to be in Authority _____

Users of District facilities shall indemnify and hold harmless the district and its officers for damage to property or injury to persons to the extent caused by such in connection with the use of such facilities. Users shall provide the District with a certificate of insurance listing the District as an additional insured on the user's insurance policy or shall otherwise provide evidence to the District's satisfaction of the user's financial ability to comply with the terms of use of the District's facilities.

I (we) hereby agree to comply strictly with the rules and regulations of the Willoughby-Eastlake Board of Education.

_____ _____

Signature/Title Application Date

Section II – TO BE COMPLETED BY BUILDING ADMINISTRATOR

FEE: Class _____ Basic _____hr. Custodial _____hr. Other _____hr. Total _____

If school group, charge fees to: (check one)

_____ Willoughby-Eastlake General Fund

_____ Other Willoughby-Eastlake Fund _____ _____

Fund Name Account No.

_____ Fees are to be paid by organization

Approved by: _____ _____

Building Administrator Approval Date