



<h1 style="margin: 0;">FACILITIES USAGE APPLICATION</h1> <p style="margin: 0;">Presented – April 13, 2017</p>

Buildings are not available during *Fall, Winter, or Spring Break and Election Day* for any non-WCCS sponsored event.

Name of Organization/Individual: _____ West Clark Employee: ___ Yes, ___ No

Building: _____ Location/Area: _____

Other Requested rooms/area/equipment: _____

Date(s) of Event _____ Number of Hours _____

Time Doors Open _____ Time Doors Close _____

If usage is for a season or an extended period, list frequency (day(s) of week) and beginning/ending dates:

Nature of Program _____

Applicant will _____ will not _____ charge an admission fee. Expected attendance is approximately _____ persons.

Proceeds for Benefit of _____

Special Equipment Desired _____

Is group composed of at least 90% WCCS students? _____ Yes _____ No

_____ For non-WCCS sponsored groups, a copy of a liability insurance certificate in the amount of ___ **\$1million** is required and attach a copy to this application. Check here ___ if the certificate of liability insurance is already on file in the central office.

APPLICANT ACKNOWLEDGEMENT:

The undersigned recognizes that the school board is obligated to the whole public for protection, proper use and supervision of public school property; that such property is never for “rent” in the sense that commercial buildings and equipment are available; that school property cannot be used indiscriminately by individuals or small segments of the population – even when expense fees are paid; that school facilities must be in complete daily readiness for their designated functions of educating children.

The undersigned agrees to observe both the letter and spirit of the West Clark Community Schools’ rules and regulations governing the use of school property and hereby requests use of school property and personnel as indicated above.

The undersigned agrees to be responsible for any damage to school property due to such use.

Printed Name of Applicant

Title

Signature of Applicant

Address

City

State

Zip

Date

Telephone

E-mail Address

BUILDING LEVEL APPROVAL:

The applicant meets the eligibility requirements and the intended use is in accordance with School Board Policies. Prescribed fees will be collected and this request is duly approved pending final authorization from the Central Office.

This event is _____ is not _____ school/WCCS sponsored.

Date _____ Approved ___ Disapproved ___ Principal’s Signature: _____

Number of Hours Approved: _____ Athletic Director’s Signature: _____

Custodian(s)/Cafeteria Workers Assigned: _____

CENTRAL OFFICE APPROVAL:

\$ _____ Total Fee. Includes fees for custodial and cafeteria personnel, building equipment, etc.

In case of cancellation on day of event by the applicant, the applicant must notify the Principal or Approving Official to avoid a \$50.00 cancellation fee being charged. If the School Corporation cancels the use of the facility due to an emergency circumstance or due to inclement weather, the applicant will be notified as soon as practical and WCCS will work with the applicant to reschedule the event date. WCCS reserves the right to determine when a facility will be closed due to inclement weather, including weekend use. It is the applicant or sponsoring organization's responsibility to check with the Principal or Approving Official for verification that the facility is available.

- _____ Custodial Overtime
- _____ Cafeteria Overtime
- _____ Building Rental
- _____ Other

Final billing will be made to the applicant after the conclusion of the activity. Make check payable to: West Clark Community Schools.

Fees assessed and permit authorized in accordance with rules and regulations of the Board of School Trustees

R. Mac Dyer, Associate Superintendent

Cc: Principal Office
Central Office
Applicant