



# Request for Use of School Facilities

*(by non-school organization)*

---

## **This section to be filled out by non-school organization:**

Name of Organization \_\_\_\_\_

Contact Person, Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Date of Activity \_\_\_\_\_ Hours of Activity \_\_\_\_\_ to \_\_\_\_\_

Description of Activity \_\_\_\_\_

Facilities Required (specify which rooms will be used) \_\_\_\_\_

*<<< The use of alcohol and tobacco products on school grounds is strictly prohibited. >>>*

*It is understood that a \$10.00 per hour fee (non-profit, school-age youth groups exempt) plus actual costs of required custodial services and/or food services will be charged. It is further understood that the above named organization will be responsible for the full replacement value of any damaged equipment or vandalism. The Port Edwards School District will not be held responsible for any claims or personal injuries which might occur as a result of the above described activity.*

\_\_\_\_\_  
*Signature, Title*

\_\_\_\_\_  
*Date*

## **This section to be filled out by school official:**

This request has been  approved  not approved

If approved, estimated fees:

|                    |                                     |          |
|--------------------|-------------------------------------|----------|
| Building Use _____ | hours x \$10.00 per hour = \$ _____ |          |
|                    | Custodial Services                  | \$ _____ |
|                    | Food Services                       | \$ _____ |
|                    | Total                               | \$ _____ |

Fees Waived - Port Edwards School District school-age youth group

\_\_\_\_\_  
*Signature, Title*

\_\_\_\_\_  
*Date*

*<<< The School District of Port Edwards reserves the right to cancel any activity. >>>*