

WHITEFORD AGRICULTURAL SCHOOLS
FACILITIES USE FORM

FACILITY USE FORM must be returned to ELEMENTARY or MS/HS OFFICE 2 weeks prior.

Applicant/Contact Name _____

Contact Email _____ Phone _____

What is the Event/Activity? _____

Date Requested _____ (If more than 1 date is needed, please list below)

Event Start Time _____ Event End Time _____ Requesting custodial services at event? ____ Yes ____ No
(Costs Associated on Backside)

What time do you need access for set-up? _____ Anticipated leaving time after clean-up? _____

Facility/Space(s) Requested _____
(Costs Associated on Backside)

If you need specific items, please list the quantity:

Folding Chairs: _____ 8' Tables: _____ Projector: _____ Speakers: _____ Podium: _____ Piano: _____

Additional Information: _____

What group # best describes your organization below? _____

Table with 2 columns: Groups, Description. Rows include Group #1 (School groups), Group #2 (School affiliated groups), Group #3 (In District Non-Profit organization), and Group #4 (In District commercial business).

The group/organization I represent agrees to accept the responsibility for the preservation of order and all damage incurred by the group to the premises, building, or facilities. I also agree to indemnify and hold harmless the Whiteford Agricultural Board of Education and its agents and employees from all liability, claims, demands, damages, or costs arising out of this facility, caused by negligence of the group.

Signature of Applicant/Contact Person _____ Date _____

Building Administrative Assistant _____ Date _____ Added to Schedule Star _____

Building Principal _____ Date _____ Approved ____ Denied ____

Athletic Director _____ Date _____ Approved ____ Denied ____

Superintendent _____ Date _____ Approved ____ Denied ____

Confirmation Email _____ Estimated Charges: _____ Requisition #: _____

Added to District Calendar ____ Added to Building Calendar ____

Applic. BLDG AA Principal AD Bldg./Ground Custodial Superintendent Bus. Off.

Facility/Spaces	Group 1 and 2	Group 3	Group 4
Custodian	*\$50 per hour	*\$50 per hour	*\$50 per hour
Gymnasium	No charge	\$75 per hour	\$150 per hour
Auditorium	No charge	\$75 per hour	\$150 per hour
Cafeteria/Kitchen	No charge	\$50 per hour	\$100 per hour
Football Stadium	No charge	\$150 per hour	\$350 per hour
Practice fields	No charge	\$50 per hour	\$100 per hour
Classroom/Makerspace	No charge	\$25 per hour	\$50 per hour
PA System and Support	No charge	\$30 per hour	\$30 per hour
Stadium Lights	No charge	\$40 per hour	\$40 per hour
Stage Lighting	No charge	*Must contract with school approved technician	*Must contract with school approved technician

**This is an estimated custodian cost, and final invoice will be sent after event. Custodial rates include opening the building and cleaning up after the event. Additional rates may be charged for snow removal if applicable. The district reserves the right to cancel any event due to inclement weather. Security may also be required depending on the size and type of event at the expense of the organization renting the facility. The Superintendent has final discretion on all building usage and costs.*

Rules and Regulations

1. The sponsored activity should be confined to the area approved by the building use permit.
2. The area used for the activity should be left in a clean and orderly condition. (Custodian will do the final cleaning).
3. The organization sponsoring the activity will be required to pay for any damage done to the school premises.
4. Organizations shall not pay custodians directly. Custodians are to be reimbursed by the Board of Education.
5. An employee of the Board of Education must be present at all times when school buildings are being used by school or non-school organizations.
6. The building will not be opened until adequate adult supervision is present.
7. There will be no drinking of intoxicating liquors, smoking or use of drugs in the buildings or on the premises.
8. Any materials used to decorate the building should be flame proof and previously approved by the principal.
9. All posted rules shall be followed.
10. Certain rooms may not be rented at any time.

The Board of Education encourages community use of the school premises. It is necessary, however, to ensure that such use does not interfere with the regular school purposes, impose undue burden on personnel, or strain the limited funds allotted for building services and maintenance. Therefore, these specific regulations have been established.