

Dr. Matthew Stover
Superintendent



Dan Moore
Asst. Superintendent
Operations

DeAnna Finger
Asst. Superintendent
Curriculum & Instruction

Rae Thompson
Asst. Superintendent
Human Resources

FACILITY USE AGREEMENT/APPLICATION

*This application incorporates all of the terms and conditions of the Agreement for Use
Of Catawba County Schools Facilities and any Addendum thereto.*

This form supersedes all previous forms and is effective June 1, 2021

DATE OF SUBMITTAL: _____ EVENT TITLE: _____

EVENT DESCRIPTION: _____

LOCATION(S): _____ ROOM/FACILITY: _____

EVENT DATE(S): _____ START TIME: _____ END TIME: _____

(For additional dates, please attach separate sheet)

ORGANIZATION: _____

CONTACT NAME: _____ EMAIL: _____

DAY PHONE: _____ CELL PHONE: _____

BILLING ADDRESS: _____ PHYSICAL ADDRESS: _____

INSURANCE INFORMATION

COMPANY: _____ POLICY NO.: _____

COVERAGE: _____ COVERAGE DATES: _____ TO _____

SET UP (circle all that apply) Audio/Video Add'l Electrical Food Event Set-Up (Tables/Chairs)

Lights/Sound Security

NUMBER ATTENDING _____

APPLICANT SIGNATURE

I have read, understand, and agree to all provisions of the Catawba County Schools Facility Use Agreement and Addendum thereto, if applicable. On behalf of and as an authorized representative of the above named organization (applicant/lessee), it agrees to abide by the Agreement and any Addendum thereto; Catawba County Schools Policy; and all applicable laws and rules.

Print name of authorized representative and /or organization officer.

Date

Signature

Signature of School Official or Appointed Designee for Approval

FOR OFFICE USE ONLY: This application is accompanied by current Certificate of Insurance: _____
6/1/2021