

## Facilities Use Request

Building: \_\_\_\_\_

Group making request: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Street City, State Zip

Date(s) requested for use: \_\_\_\_\_ Time of Use: from \_\_\_\_\_ a.m./p.m. to: \_\_\_\_\_ a.m./ p.m.

Purpose: \_\_\_\_\_

Specific room requested: Music/Art room \_\_\_\_\_ Gym \_\_\_\_\_ Library \_\_\_\_\_ Classroom \_\_\_\_\_ Other \_\_\_\_\_

Is the general public invited?	Yes _____	No _____
Is your organization:	For Profit _____	Not for Profit _____
Will admission be charged?	Yes _____	No _____
Do you need any special equipment?	Yes _____	No _____
If yes, please specify: _____		
Are you requesting use of our kitchen?	Yes _____	No _____

If yes, see the checklist/requirements below:

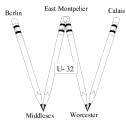
- 1) A brief overview of kitchen equipment and instruction on its use with food service personnel is required by the person responsible for the event before first use of the kitchen area. This meeting will be arranged at the cook's convenience. A check-in checklist will be reviewed and initialed to confirm that all information has been understood.
- 2) Rules of the kitchen, found below, will be followed anytime food is being prepared and served:
  - 1) Make sure all counters and sinks are cleaned;
  - 2) Do not leave any food products in sink or on the counters; please remove trash and food scraps;
  - 3) Make sure all coffee pots are turned off;
  - 4) All utensils and pans should be returned to where you found them;
  - 6) Ovens must be checked to be certain they are off before leaving;
  - 7) Make sure dishwasher/sanitizer is turned off, drained, and cleaned;
- 3) Completion of the kitchen's check-out checklist will be initialed and returned to the kitchen at the end of the event.

Contact Person: (Person responsible):	Name: _____
Phone: _____	Address: _____
	City, State, Zip _____

**PLEASE LEAVE THE BUILDING / AREA BETTER THAN YOU FOUND IT!**

**By signing below, the Responsible Party agrees to comply with Policy E20. Failure to adhere to this agreement may result in the cancellation or termination of the request. Compliance includes:**

- An agreement to not unlawfully discriminate on the basis of disability, race, color, national origin, sex, age, religion, ancestry, sexual orientation, place of birth or membership in any other protected class
- Firearms are expressly prohibited on school property, *including in vehicles*.
- There is no smoking or vaping on the premises
- Users must comply with fire and safety regulations and policies



- Use facility only on specified dates and for purposes named in the application. Applications are not transferable and are not valid unless approved and signed.
- Possession or use of alcoholic beverages or drugs on school premises is prohibited.
- Do not move furniture or equipment belonging to the school without permission. Under no circumstances remove school property from the premises.
- Alterations or additions to school property are prohibited. Temporary structures such as sets may be installed, provided requirements are made known at the time of application and approved, and provided no permanent damage or disfigurement will result. Nothing should be nailed, tacked, or fastened to any wall, inclusive of sign, without prior approval.
- Please see building-specific requirements about animals on premises (identified service animals under ADA are universally permitted).
- Users are subject to being charged any special costs incurred by the School District in preparing for any function, or after such function
- If determined necessary by the building administrator, additional personnel will be assigned to cover a function and costs associated with them charged to the user.
- Safety regulations determine maximum capacity of school facilities. Each administrator will advise the user not to exceed such restrictions.
- Any organization using school building shall leave the facility in the same order as found. Additional charges will be assessed and future use by an organization may be limited if violation of this rule occurs.
- The organization or individual(s) participating or requesting the use of the school district facilities agree to Hold Harmless and Indemnify the WCUUSD for damages or injuries.
- Activities involving children must provide appropriate adult supervision.
- Vehicles must park only in designated areas.
- The sponsor of any group or organization applying for use of district facilities or grounds for athletic purposes or for other purposes which, in the opinion of the Principal, might require appropriate insurance coverage shall provide a certificate of insurance naming the school district as an additional insured. The certificate of insurance will be issued for a minimum to be determined by the Principal.

**Check-out Checklist**

- Areas used are swept.
- All trash/recycling/compost should be picked up and removed from the building.
- Chairs and tables are put back in place.
- All equipment used is returned.
- All lights are turned off before leaving.
- Checklist for kitchen has been completed.

\*\*If there are any problems, such as the fire alarm going off or no heat, please contact \_\_\_\_\_

Signature of Responsible Party \_\_\_\_\_ Date: \_\_\_\_\_

**Administrative Action**

Request Approved \_\_\_\_\_ Request Denied \_\_\_\_\_ Reason: \_\_\_\_\_

Fee for Usage: \$ \_\_\_\_\_

Payment received: \$ _____
Date: _____

\_\_\_\_\_  
Building Administrator Date