WEBSTER CITY SCHOOLS

BUILDING USAGE FORM

____**New Request or** _____**Amended Request**

Application Date:_____ Date of Use of Building:_____

Name of Organization:_____ Building / Location:_____

Name of Requester:_____

Address:_____

Email:_____ Phone Number:_____

Purpose of the Use of Building:_____

Hours of Event: Starting at:_____ Ending at:_____ Event Staff Entry time:_____

Check all that apply:

- ☐ Admission charged__$_____
- ☐ Podium
- ☐ Sound system
- ☐ Tables: __#_____
- ☐ Estimated number of people in attendance_____
- ☐ Other special equipment:_____
- ☐ Chairs: __#_____

Tobacco-Free Policy: Board Regulation 906.1R1: Use of tobacco products is prohibited in school district facilities or on school district grounds.

Note: The sponsoring organization hereby agrees to be responsible for any damage or loss to the building and/or equipment from above use and shall reimburse the Webster City Community School District when so requested and evidence or said damage noted. The organizations also absolves and agrees to hold harmless the Webster City Community School District, its officers, and employees or any loss or damage to personal property as well as any injury or accident that might occur during use of said facilities. The sponsors of the activity shall provide proper supervision and care during said use. Proof of insurance may be required for some events.

SIGNATURE:_____

(Office Use only) Updated: 8/26

_____Approved _____Not Approved

_____Date _____
Athletic Director

_____ Need Custodian

_____ Auditorium Tech

Fee: _____in addition to the cost of school employee
_____ Custodian (incl. Set up & Cleanup)

You will be sent an invoice, do not pay school employees.

Jess Howard | Activities Director | 515-832-9210 | jhoward@wcschools.org
Sarah Holt | Secretary | sholt@wcschools.org