

West Branch Community Schools Facility Usage Request Form

The following facility would like to be used (*please circle facility*). Forms need to be returned to Central Office.

Elementary

Gym
Kitchen
Classroom
Library
All Purpose Room

Middle School

Classroom
Library

High School

Competition Gym
Practice Gym
Classroom
Library
Auditorium
Wrestling Room
Kitchen
Commons
Multi-use

for the purpose of:

1st choice: from _____ a.m. _____ to _____ a.m. _____ S M T W T F S
p.m. (Date) p.m. (Date) (circle day)

2nd choice: from _____ a.m. _____ to _____ a.m. _____ S M T W T F S
p.m. (Date) p.m. (Date) (circle day)

3rd choice: from _____ a.m. _____ to _____ a.m. _____ S M T W T F S
p.m. (Date) p.m. (Date) (circle day)

Requested by: _____ Telephone # _____

E-mail: _____

Organization represented: _____ Group # _____

Number of people expected to be in attendance: _____
(Individuals/Families will be charged at the Group 3 & 4 rate)

Please Check Equipment Needed:

Bleachers _____	Locker Room: Boys _____ Girls _____	Custodial Fee _____
Volleyball Net _____	Wrestling Mat/s _____ # _____	Food Service Fee _____
Basketball Hoops _____	Score Clock & Score Board Table _____	Technician _____
Chairs _____ # _____	P.A. System/Microphone _____	Projection Screen _____
Tables _____ # _____	Ticket Taker Desk /Chairs _____	Risers _____
Podium _____		
Other _____		

(Please Explain)

Proof of Insurance on File: Yes or No

Fee Amount* \$ _____ Paid _____

(*In certain situations a fee will be assessed for the use of a facility. See copy of the **Facility Fee Schedule**).

APPROVED _____ DENIED _____
(Authorized Signature) (Date)

Any other specific instructions to carry out activity (attach diagram/outline of setup, if necessary):