

REQUEST FOR RENTAL/USE OF FACILITIES APPLICATION

JCTC Gallatin Co Adult Education

NAME OF REQUESTING ORGANIZATION

HS auditorium and lobby

AREA OF THE FACILITY

Dona Roberts

PERSON SUPERVISING ACTIVITY

6/22/13

DATE(S) REQUESTED

TIME: 10:00 AM – 2:00 PM

(Please specify AM or PM)

THE REQUEST AREA(S) OF THE FACILITY WILL BE USED FOR THE FOLLOWING ACTIVITIES:

Adult Education Graduation

Is the organization planning to conduct sales on school premises? NO

SCHOOL EQUIPMENT TO BE USED: tables and stools

APPROXIMATE #OF PERSONS: 50

☒ I request waiver of the rental fee. Please X if applicable

☒ I request waiver of the charge for custodian. Please X if applicable

Fee Schedule

The organization agrees to pay the applicable fee(s) for the use of District facilities

Facility/Equipment Fee \$0

Personnel Cost \$ 0

Insurance Cost \$0

Total Cost \$0

I have read the Rules and Regulations for Community Use of School Facilities and agree on behalf of the requesting organization to assume personal responsibility for the proper use of the above named areas of the facility.

Dona Roberts

SIGNATURE OF PERSON MAKING

REQUEST ON BEHALF OF THE

ORGANIZATION

33 Boardwalk, Warsaw, KY

Address

PHONE

Home 567-6046 Cell text.

DATE 3/7/13

In the event school is closed due to weather conditions, all scheduled activities, with the exception of dinner meetings, will be cancelled and opportunity to reschedule or refund rental fee(s) will be made.

AREA BELOW FOR OFFICIAL USE ONLY

Martha Sebring

MARTHA SEBRING for Café Requests
Requests

Click here to enter text.

JON JONES/LINDA EDMONDSON for Gym

Keith Howard

KEITH HOWARD for Auditorium Requests

Roxann Booth

PRINCIPAL

Type signature here

SUPERINTENDENT

BOARD CHAIR

DATE