

Request for Rental/Use of Facilities Application**Family Resource Center****Middle School Gym, Cafeteria, and
Upper Elementary Classrooms - 1st Flr.**
AREA OF THE FACILITY

NAME OF REQUESTING ORGANIZATION

Conte Flowers and Kerry Tackett**June 1-5, 2015, Gym - 9:00-10:00,
Cafeteria-10:00-10:20, Upper Elementary
10:20-12:00**PERSON WHO WILL BE PRESENT AND
SUPERVISINGDATE(S) THE FACILITY IS REQUESTED
FROM ☒ A.M., P.M. TO ☒ A.M., P.M.

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

Family Resource Center Summer ProgramIs the organization planning to conduct sales on school premises? **No**APPROXIMATE #OF PERSONS: **50 students**

I request waiver of the rental fee.



I request wavier of the charge for custodian.

Fee Schedule

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

	# of Employees Required	# of Hours	Hourly Rate (Overtime at 1.5 times)	Total
Custodians				
School Nutrition Employees				
Other				

Facility/Equipment Fee \$

Personnel Cost \$

Insurance Cost \$

Total Cost

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 and acknowledge that approval of this request does not signify District sponsorship, endorsement or approval of this organization or the activity. I understand that tobacco use is prohibited 24 hours a day, 7 days a week on school owned property, in school vehicles and buildings as established in policy 05.31

Conte Flowers**50 Paw Print Path, Warsaw**SIGNATURE OF PERSON MAKING REQUEST
ON BEHALF OF THE ORGANIZATION

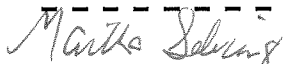
Address

2/11/15Home**(859)912-2341**Work**(859)567-4900**

DATE

TELEPHONE

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 for Café Requests

Date

Jon Jones/Linda Edmondson for Gym Requests

Date

Keith Howard for Auditorium Requests (High School)

Date



Principal

Date

Superintendent

Date

☐ Approved☐ Not Approved☐ Approved☐ Not Approved