



Warren County Schools Facility Use Application

Application Date: _____ **School Requested:** _____

Space(s) to be used: _____

Purpose of rental: _____

Name of User Organization: _____

Check one: Will fees be charged at this event? Yes No

Contact Person: (Please Print)

Name: _____ Phone # _____

Daytime

Address: _____ Phone # _____

Evening

I agree to comply with the policy of the Warren County Board of Education regarding use of school property by outside organizations. (The principal has given me a copy of said policy.)

I understand that Warren County Schools will not be responsible for loss of personal property, injuries, or any damages, both property and personal, that may be incurred during use of facilities for non-school day purposes.

I understand that the organization or individual is responsible for assisting in restoring the facility to the condition in which it was found, and for any damage to school property in excess of normal wear. I also understand that when the period for which I am renting the facility has expired, the event will NOT be extended.

Signature of Person Responsible: _____

Date: _____

ALL FEES ARE DUE AT TIME OF RENTAL!

Date(s) of Event: _____

Hours of Event: _____

Cafeteria: _____ X _____ (# of hours) = \$ _____

Cafeteria & Kitchen: _____ X _____ (# of hours) = \$ _____

Kitchen: _____ X _____ (# of hours) = \$ _____

Multipurpose/Theatre: _____ X _____ (# of hours) = \$ _____

Utilities fees: _____ X _____ (# of hours) = \$ _____

Additional personnel: _____ X _____ (# of hours) = \$ _____

TOTAL DUE: \$ _____

TOTAL AMOUNT COLLECTED: \$ _____ **RECEIPT #** _____

_____ There is no charge for the use of this facility.

Custodian assigned for duty, if applicable _____

Cafeteria employee(s) assigned for duty, if applicable _____

_____ **Approved** _____ **Denied**

School Principal

Date

CC: Finance Officer
Community Schools Officer
Maintenance Director

Approved: June 12, 2006