



Request for Use of School Facilities

Please Return Form to Wilmington City Schools
Business Operations Dept.
341 S. Nelson Ave, Wilmington OH 45177

Date Posted:

We seek permission to use the following school facilities:

School Building: _____ Room(s) _____

Date needed (if for a season or extended period, state the beginning and ending dates)

Date	Day(s) of the week	From	Hours	To

Type of program or event: _____

Name of adult in charge: _____

We (will) (will not) charge an admission fee. Admission Fee \$ _____
(circle)

We expect an attendance of approximately (number of persons) _____

We require the use of the following and understand there may be a charge for such use:

- | | |
|-------------------------|--------------------------------------|
| _____ Bleachers | _____ Speaker's stand |
| _____ Scoreboard | _____ Ticket table & chairs (number) |
| _____ Microphone | _____ Folding chairs (number) |
| _____ Projector | _____ Large folding tables (number) |
| _____ Gymnasium showers | |

Will refreshments or a meal be served? _____ Explain: _____

Other services required (other than custodial) _____

It is understood that School District activities have preference over outside activities in using the school buildings and this request is subject to cancellation if the requested facility is needed for a school activity.

We agree to comply with the rules and regulations of the Board of Education governing the use of school buildings as set forth on the attachment to this application. Further, in accordance with State requirements and board policy, we agree that there *shall be no use of tobacco or controlled substances in the school building.*

Name of Organization/person/group: _____

Signature: _____ Date: _____

Address: _____ Telephone: _____

E-mail: _____ Fax: _____

This space for District use

This request has been approved and granted. Rental \$ _____ Other fees \$ _____

This approval is subject to certain other condition as set forth below:

Facility Use
2008-09

Signature: _____ Date: _____

Title: _____