

WEST CANADA VALLEY CENTRAL SCHOOL

FACILITIES USE REQUEST

***MUST BE SUBMITTED AT LEAST TWO WEEKS PRIOR TO SCHEDULED DATE TO THE MAIN OFFICE. NON-PROFIT USE ONLY.**

Sponsoring Organization: _____

Contact Person: _____ Phone: _____

Address: _____

*Date Requested: _____ *Time of Event: from ____:____ AM/ PM
to ____:____ AM/ PM

**There is no charge for the use of our school building. However, activities taking place on days when school is not in session (weekends, holidays and summer evenings) requires a custodian be present. The cost is \$45 per hour.*

Type of Activity: _____

➤ Facility Requested: (check all that apply):

- High School Cafeteria
- High School Kitchen
- High School Gym
- Auditorium
- Elementary Cafeteria
- Elementary Kitchen
- Elementary Gym
- Pool (all lifeguard certifications must be attached)

Sports Field/ Grounds (specify): _____

Other (specify): _____

➤ Groups with sponsoring organizations must supply proof of insurance naming West Canada Valley CSD as additional insured, please check one of the following:

- Insurance Certificate: not needed (no sponsoring organization)
 (sample on back) is being forwarded from insurance company
 is on file at school, term ending _____ (date)

Signature of Contact

Date

Signature of chaperone

Signature of chaperone

Signature of chaperone

--for office use only--

- ____ Kelley Crossett (all facilities)
- ____ Ed Dougherty (athletic facilities)
- ____ Joanne VanAernam (cafeterias, kitchens)
- ____ Scott Bonney (auditorium/stage)
- ____ Correne Holmes (all elementary facilities)
- ____ Glenn Broadbent (all MS/HS facilities)

- APPROVED
- DISAPPROVED: reason- _____

DO NOT ROUTE IN SUMMER

Superintendent's signature