



**WESTFALL LOCAL SCHOOL DISTRICT
BUILDINGS AND GROUNDS REQUEST FORM – ONE TIME USE ONLY**

19463 Pherson Pike
Williamsport, OH 43164
740-986-3671
740-986-8375 Fax

The Westfall Local Schools’ Board of Education has adopted a policy governing the use of school facilities and grounds. The completion of this form will make it possible for school officials to make adequate arrangements to use the facilities. An application to use school buildings and grounds should be completed and filed with the responsible building administrator or athletic director at least one week prior to the Board of Education meeting as posted on the website. A letter will be sent following the Board of Education meeting with notice of approval or denial.

Date: _____

Name of Organization: _____

Type of Organization: School Group School Support Group Service Group Other

Name of Person Responsible: _____

Address: _____ Phone: _____

Date Requested: _____ Time Opening: _____ Time Ending: _____

Facilities Desired:

Elementary

- Classroom
- Media Center
- Gymnasium
- Cafetorium
- Other: _____

Middle School

- Classroom
- Media Center
- Gymnasium
- Kitchen
- Other: _____

High School

- Classroom
- Media Center
- Gymnasium
- Cafeteria/Kitchen
- Other: _____

Grounds or Athletic Fields (Describe): _____

Concession Trailer/Location: _____

I, as the signing person, hereby agree to abide by all the Westfall Local Schools' Board of Education Policies and School Rules and Regulations as delineated in the Facility Use Guidelines. I also agree that the group named hereupon shall pay for all fees, personnel costs and any and all damages to any school property accessible to the group while the group is using the District's facilities/property. I also agree that the group named hereupon agrees to indemnify and **HOLD HARMLESS** the Westfall Local Schools' Board of Education and their agents and employees from liability, claims, damages or costs, for, or arising out of the group's activities whether it be caused by negligence of the group or the Westfall Local Schools' Board of Education or either party's agents or employees, or otherwise.

Signature of Responsible Party

Date

FOR SCHOOL USE ONLY

Received in Board Office: _____

Request Granted

Request Denied

Reason for Denial: _____

Signature: _____

Date: _____

Personnel Needed:

Custodian

Charge

No Charge

Cafeteria Personnel

Charge

No Charge

Other: _____

Charge

No Charge