



**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: \_\_\_\_\_  
Street City State Zip

Date Requested: \_\_\_\_\_ Time Opening: \_\_\_\_\_ Time Ending: \_\_\_\_\_

Purpose for use of facility: \_\_\_\_\_  
\_\_\_\_\_

**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: \_\_\_\_\_  
\_\_\_\_\_

Administrator's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Personnel Needed:

Custodian

Charge

No Charge

Cafeteria Personnel

Charge

No Charge

Other: \_\_\_\_\_

Charge

No Charge