

WHITEFORD AGRICULTURAL SCHOOLS  
FACILITIES USE FORM

**FACILITY USE FORM must be returned to ELEMENTARY or MS/HS OFFICE 2 weeks prior.**

Applicant/Contact Name \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Contact Email \_\_\_\_\_ Phone \_\_\_\_\_

What is the Event/Activity? \_\_\_\_\_

Event Date \_\_\_\_/\_\_\_\_/\_\_\_\_ (If more than 1 date is needed, please attach sheet.)

Event Start Time \_\_\_\_\_ Event End Time \_\_\_\_\_ Requesting custodial services at event? \_\_\_\_ Yes \_\_\_\_ No  
(Costs Associated on Backside)

What time do you need access for set-up? \_\_\_\_\_ Anticipated leaving time after clean-up? \_\_\_\_\_

Facility/Space(s) Requested \_\_\_\_\_  
(Costs Associated on Backside)

**If you need specific items, please list the quantity:**

Folding Chairs: \_\_\_\_ 8' Tables: \_\_\_\_ Projector: \_\_\_\_ Speakers: \_\_\_\_ Podium: \_\_\_\_ Piano: \_\_\_\_

Additional Information: \_\_\_\_\_

**What group # best describes your organization below? \_\_\_\_\_**

Groups	Description
<b>Group #1</b>	School groups (curricular or co-curricular functions either related to the curriculum or directly sponsored by Whiteford Agricultural Schools.)
<b>Group #2</b>	School affiliated groups (community or school supported activities whose activities are student related and benefit the Whiteford Agricultural School District, i.e., youth programs, PTO, boosters, service clubs)
<b>Group #3</b>	In District Non-Profit organization (must provide 501c3); Government agencies
<b>Group #4</b>	In District commercial business; Out of District organizations or individuals; Private social functions (i.e., travel teams, birthday parties)

The group/organization I represent agrees to accept the responsibility for the preservation of order and all damage incurred by the group to the premises, building, or facilities. I also agree to indemnify and hold harmless the Whiteford Agricultural Board of Education and its agents and employees from all liability, claims, demands, damages, or costs arising out of this facility, caused by negligence of the group.

Signature of Applicant/Contact Person \_\_\_\_\_ Date \_\_\_\_\_

Building Administrative Assistant \_\_\_\_\_ Date \_\_\_\_\_ Added to Schedule Star \_\_\_\_\_

Building Principal \_\_\_\_\_ Date \_\_\_\_\_ Approved \_\_\_\_ Denied \_\_\_\_

Athletic Director \_\_\_\_\_ Date \_\_\_\_\_ Approved \_\_\_\_ Denied \_\_\_\_

Superintendent \_\_\_\_\_ Date \_\_\_\_\_ Approved \_\_\_\_ Denied \_\_\_\_

Confirmation Email \_\_\_\_\_ Estimated Charges: \_\_\_\_\_ Requisition #: \_\_\_\_\_

Added to District Calendar \_\_\_\_ Added to Building Calendar \_\_\_\_

☐ Applic. ☐ MS/HS AA ☐ Principal ☐ AD ☐ Bldg./Ground ☐ Custodial ☐ Superintendent ☐ Bus. Off.

Facility/Spaces	Group 1 and 2	Group 3	Group 4
Custodian	*\$50 per hour	*\$50 per hour	*\$50 per hour
Gymnasium	No charge	\$75 per hour	\$150 per hour
Auditorium	No charge	\$75 per hour	\$150 per hour
Cafeteria/Kitchen	No charge	\$50 per hour	\$100 per hour
Football Stadium	No charge	\$150 per hour	\$350 per hour
Practice fields	No charge	\$50 per hour	\$100 per hour
Classroom/Makerspace	No charge	\$25 per hour	\$50 per hour
PA System and Support	No charge	\$30 per hour	\$30 per hour
Stadium Lights	No charge	\$40 per hour	\$40 per hour
Stage Lighting	No charge	*Must contract with school approved technician	*Must contract with school approved technician

*\*This is an estimated custodian cost, and final invoice will be sent after event. Custodial rates include opening the building and cleaning up after the event. Additional rates may be charged for snow removal if applicable. The district reserves the right to cancel any event due to inclement weather. Security may also be required depending on the size and type of event at the expense of the organization renting the facility. The Superintendent has final discretion on all building usage and costs.*

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### Rules and Regulations

1. The sponsored activity should be confined to the area approved by the building use permit.
2. The area used for the activity should be left in a clean and orderly condition. (Custodian will do the final cleaning).
3. The organization sponsoring the activity will be required to pay for any damage done to the school premises.
4. Organizations shall not pay custodians directly. Custodians are to be reimbursed by the Board of Education.
5. An employee of the Board of Education must be present at all times when school buildings are being used by school or non-school organizations.
6. The building will not be opened until adequate adult supervision is present.
7. There will be no drinking of intoxicating liquors, smoking or use of drugs in the buildings or on the premises.
8. Any materials used to decorate the building should be flame proof and previously approved by the principal.
9. All posted rules shall be followed.
10. Certain rooms may not be rented at any time.

*The Board of Education encourages community use of the school premises. It is necessary, however, to ensure that such use does not interfere with the regular school purposes, impose undue burden on personnel, or strain the limited funds allotted for building services and maintenance. Therefore, these specific regulations have been established.*