



# Harrison County Schools

## Use of Facilities Application

ID Number \_\_\_\_\_

**For Office Use Only:**

Number of Custodian(s) on Duty: \_\_\_\_\_

Number of Cook(s) on Duty: \_\_\_\_\_

Name of Custodian: \_\_\_\_\_

Name of Cook: \_\_\_\_\_

\_\_\_\_\_ Approved by Principal (with certificate attached)

\_\_\_\_\_ Approved by Coordinator of Custodians

Complete and submit this application to the school's principal with a Certificate of Insurance at least 10 business days prior to the event.

- Applicant's Name:
- Applicant's Mailing Address:
- Applicant's Phone Number(s):
- Applicant's Email Address:
- Event:
- Facility (School) Requested:
- Area of Facility to be Used:
- Organization Name:

All groups who are not associated with Harrison County Schools must present the required Certificate of Insurance covering the duration of the event naming Harrison County Schools P O Box 1370 Clarksburg, WV 26302 as an additional insured. Expiration of insurance during the rental period will result in forfeiture of the rental agreement. Applications will not be processed without this certificate of insurance at the time of application.

### General Event Information

- Date of Event:
- If re-occurring, activity to begin on: \_\_\_\_\_ Activity to end on: \_\_\_\_\_
- Hours of Activity: \_\_\_\_\_ to \_\_\_\_\_
- Access to Facility Needed at \_\_\_\_\_ on Date: \_\_\_\_\_
- Approximate Number of Participants:
- Approximate Number of Spectators:

### Mark all areas to be used in the section below:

- Gymnasium/Multipurpose Room     Athletic Field
- Auditorium/Theater/Cafeteria     Classroom
- Audio/Visual Equipment Rental     Other
- Facility with Admission Fee

### Rates for Facility Use

Gymnasium / Multipurpose Room	\$15.00 / Hour
Auditorium / Theater	\$25.00 / Hour
Facility with admission fee	\$25.00 / Hour
Custodian / Cook additional assigned duty	\$15.00 / Hour

Note: The use of any Harrison County facility requires the presence of a minimum of one Harrison County custodian(s). The access to and use of any Harrison County kitchen requires the presence of a minimum of one Harrison County cook. If it is determined by the Coordinator of Custodians or Director of Food Services that an additional custodian or cook is required to sufficiently return the facility to its state for school operations, additional charges may apply. Final costs will be determined by the actual hours required to prepare and return the facility to proper order. Additional fees may apply for the use of technicians to operate audio/visual equipment at the school.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Receipt (with certificate attached): \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_