

# Washougal School District **Staff Only** Application for Use of School Facilities

**Today's date** \_\_\_\_\_

**Please check the calendar for conflicts in scheduling.** Each building website has a Facility Use Calendar to review. **Note:** There may be events still being processed that do not yet appear on the calendar. Save a copy of this completed application for your records.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Organization/club name

\_\_\_\_\_  
Work location

\_\_\_\_\_  
Direct phone number

\_\_\_\_\_  
Alternate phone number

***Terms and Conditions*** for use of facilities hold the same standards as day use. The site must be in good condition for use the following school day. Applicant carries the responsibility for replacement of or repair to school facilities or equipment.

**By submitting this form, I verify that this event has the approval of the building administrator.**

Event name \_\_\_\_\_

Building \_\_\_\_\_ Rooms/fields/area \_\_\_\_\_

Start date \_\_\_\_\_ End date \_\_\_\_\_

Event time \* \_\_\_\_\_ to \_\_\_\_\_

Indicate to which budget account custodial time is charged if a custodian(s) is needed for weekend or non-school hours. Additional custodian time is needed \_\_\_\_\_ Yes \_\_\_\_\_ No

Budget account \_\_\_\_\_

Administrator approval of expenditure \_\_\_\_\_

\*If custodian needs to open site more than one half hour prior, contact custodian directly.