

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.