

**Wattsburg Area School District
Utilization of School Facilities Form**

Athletic Director
 Building Principals
 Custodial Supervisor
 Plant Operations Supervisor
 Cafeteria Manager
 Child Nutrition Director
 Technology Director

SECTION I *Section I to be completed by person requesting utilization of school facilities.*

Name of Organization _____

Officer or Individual Responsible: _____

Address: _____

Home Phone Number: _____ Work/Cell Phone Number _____

Please select the best class that describes your organization:

See attached School Board Policy for additional information

Class I School District Related
 Class II Non-Profit WASD Resident Organization
 Class III Profit or Non-WASD Resident Organization

Which facility does your organization wish to use:

Seneca High School
 Middle School
 Elementary Center
 Athletic Fields

Facility to be used for: _____

Date(s) desired _____ Has this date been verified by the school office Yes No

Number of participants _____

Will funds be raised at this event? Yes No Will Games of Chance be conducted? Yes No

Facility to be opened at _____ AM PM Length of activity to be _____ hours

Start time of event _____ AM PM Ending time of event _____ AM PM

Specific area(s) needed for this request:

	WASD USE		WASD USE		WASD USE
<input type="checkbox"/> Auditorium	_____	<input type="checkbox"/> Commons (SHS)	_____	<input type="checkbox"/> Gymnasium	_____
<input type="checkbox"/> Kitchen	_____	<input type="checkbox"/> Computer Lab	_____	<input type="checkbox"/> Football Field	_____
<input type="checkbox"/> Videoconference Room	_____	<input type="checkbox"/> Conference Room	_____	<input type="checkbox"/> Concession Stand	_____
<input type="checkbox"/> Cafeteria Dining Room	_____	<input type="checkbox"/> Boys' Locker Room	_____	<input type="checkbox"/> Baseball Field	_____
<input type="checkbox"/> Classroom # Needed	_____	<input type="checkbox"/> Girls' Locker Room	_____	<input type="checkbox"/> Softball Field	_____
<input type="checkbox"/> Other (Specify)	_____				

Special Request:

Special Request would include number of tables needed, audiovisual equipment needed, PA equipment needed, etc.

I have read and understand the attached School District Policy Number 707 regarding the Utilization of School Facilities. I will be responsible for compliance with this policy during the period of use. I acknowledge and agree to pay any fees, if applicable. I also understand that a contract may be issued, upon Board of Education approval.

Signature

Date

Printed Name

SCHEDULE OF FEES

	Class I	Class II	Class III	Class IV
Auditorium, Gymnasium, Kitchen or Videoconference Room	No Fee*	\$32 up to 4 hours, plus \$8 for each additional hour	\$64 up to 4 hours, plus \$16 for each additional hour	Negotiable
Cafeteria Dining, Gathering Area, Computer Lab or Locker Room	No Fee*	\$24 up to 4 hours, plus \$6 for each additional hour	\$48 up to 4 hours, plus \$12 for each additional hour	Negotiable
Classroom	No Fee*	\$16 up to 4 hours, plus \$4 for each additional hour	\$32 up to 4 hours, plus \$8 for each additional hour	Negotiable
Conference Room and Meeting Room	No Fee*	\$8 up to 4 hours, plus \$2 for each additional hour	\$16 up to 4 hours, plus \$4 for each additional hour	Negotiable
Football Field	No Fee*	\$200 up to 4 hours, plus \$50 for each additional hour	\$400 up to 4 hours, plus \$100 for each additional hour	Negotiable
Baseball or Softball Field	No Fee*	\$96 up to 4 hours, plus \$24 for each additional hour	\$192 up to 4 hours, plus \$48 for each additional hour	Negotiable
Other Fields	No Fee*	\$48 up to 4 hours, plus \$12 for each additional hour	\$96 up to 4 hours, plus \$24 for each additional hour	Negotiable
Concession Stand	No Fee*	\$32 up to 4 hours, plus \$8 for each additional hour	\$64 up to 4 hours, plus \$16 for each additional hour	Negotiable

* Custodial, cafeteria and technology fees will be assessed if those personnel are not scheduled to be on duty.

Class II, Class III and Class IV will also be subject to all fees and expenses incurred by the school district over and above rental charges for said facility used. Examples are custodial, cafeteria and technology wages and benefits, ISDN telephone lines, and videoconference equipment.