

CODE: DFC-E
REGULATION

Weston County School District No. 7
Facility/Equipment Use

The use of school property shall be supervised by an adequate number of adult sponsors to assure proper care and use of the property. Any user of school property shall maintain the cleanliness of the property. Any damage or unanticipated custodial cost not covered by the fee schedule shall be charged to the user. Facility users will not be allowed further use of school property until such reimbursement has been made.

School keys are not issued to non-school personnel. Arrangement must be made between the designated maintenance personnel and the contracting agency or organization for access to the facilities covered by this agreement.

Please Print or Type

Organization requesting facility/equipment use: _____

Organization's representative/responsible party: _____

Address: _____ Phone: _____

Facility and /or equipment requested: _____

Brief description of use: _____

Admission or Fee Charged? _____No _____Yes _____Amount

Date of Use: _____ Time of Occupancy: _____ Length of Use: _____

Signature of Organization Representative

_____ Date

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Circle One: Approved

Denied

Signature of School Official

_____ Date

Amount to be Charged Organization _____

ADOPTION DATE: AUGUST 23, 1989

REVIEW DATE: JULY 13, 2016

