

REQUEST FOR BUILDING

BBHA (9-3-97)

1. To: Principal From: _____ Date: _____

Name of School _____ School, Group, Etc. _____

Request the use of _____ on Date: _____

(Gym, Auditorium, Kitchen, Etc.)

For the purpose of _____

I understand that charges, if applicable, will be as stated below for the use of this facility. I understand that checks in the appropriate amount should be made payable to the "Walthall County School District", and must be received in advance of date that the building will be used. I further understand that I am responsible for making sure that the building is open, that all building is secure when the activity is finished, and that I am responsible for any damages done by my group. I further understand that (school authorities may request one or both of the following: Two certified bonded official security persons, one principal or teacher to sponsor the activity).

User of Facility	Times Exempt PMT Each Year	Building Charges	Kitchen Charges
All Outside Individuals/ Group Organizations	0	\$100.00	\$50.00

Signature of Person Making Request: _____

2. To: Superintendent of Education

From: Principal

Date: _____

School/Facility _____

Comments: _____

Principal's: _____

Food Service Supervisor: _____

3. To: Principal

From: Superintendent of Education, WCSD

Name of School: _____ Date: _____

_____ Approved

_____ Disapproved

_____ Payment required (\$ _____)

_____ Socks or barefoot only on gym floor

_____ Notify sponsor of this action, make arrangements for keys, clean-up, etc.

Superintendent of Education