

PENDLETON COUNTY SCHOOLS

Request for use of building at _____

Name of Organization _____

Address _____ Phone _____

Nature of Activity _____

Date requested _____

Hours requested _____

Room desired _____

(Auditorium-Gymnasium-Music Room-Other Room)

Admittance fee charged _____ How Many? Adults _____ Children _____

(No fees can be charged for non-school benefit unless approved by school board)

We agree to use this room or building in a cooperative spirit and leave it in *good shape or provide for its cleaning* and will pay damage incurred while we are responsible. School must be ready for the next day's classes.

(Date)

Name and Title of Responsible Officer

Address

(Date)

Approval of Principal of School

School Employee present during activity

Date

Approval of Pendleton County Board of Education or Superintendent

NOTE: If a change is made for your program, the fee must accompany this application, which will be returned if application is not approved.

FEES: Outside Organizations (If the proceeds do not go directly to schools-i.e., Booster Clubs, Band Parents, etc., the following apply.)

Building	Hourly Fee	Maximum	Custodial*
Auditorium/Gymnasium	\$7.00	\$14.00	\$13.50
John M. Dice Fieldhouse	25.00	50.00	13.50
Cafeteria	7.00	14.00	13.50
Cafeteria/Kitchen**	15.00	30.00	13.50
Classrooms, Others	6.00	12.00	13.50

* No Custodial Fee will be charged if a board employee is responsible for the opening and closing of the building and for supervision and clean-up for the activity. This is an hourly fee.

** A school board employed cook must be present during any activity that uses the kitchen facilities. Organizations will be responsible for paying for those services.