

POWHATAN COUNTY PUBLIC SCHOOL
Application for Use of School Board Facility

KG-R1

Application to use school board facilities must be completed and submitted to the Principal of the school building or, in case of another facility, the supervisor of that facility. In order to properly process this application it **must be submitted 18 days prior** to the scheduled event. The applicant must read the School Board Policies and Regulations that accompany this application. Payment for the use of facilities is payable to the Powhatan County School Board and is **due prior to the event**. Proof of third party liability insurance (\$1,000,000.00 minimum) **must be attached to this application for it to be considered**.

APPLICANT AND ORGANIZATION INFORMATION *(Please Print)*

Name of Applicant _____	Home Phone Number _____
Address of Applicant _____	Cell or Work Number _____
_____	Email Address _____
Organization Name _____	Relationship to Organization _____
Address of Organization _____	Is this organization recognized by the IRS as a not-for-profit organization? <input type="checkbox"/> Yes <input type="checkbox"/> No

Name of Organization's Liability Insurance Carrier _____	Coverage Dates _____
Coverage Amount _____	Policy Number _____

EVENT INFORMATION

Name of Event _____		
Description of Event _____		
Date(s) of Event _____		
Start Time of Event _____	End Time of Event _____	
Set-Up Time of Event _____	Breakdown Time of Event _____	
Number of Attendees _____	Amount of Admission _____	Profits will Accrue to _____

REQUEST FACILITY INFORMATION

School Facility Requested _____
Specific Room(s) to be Used _____ (Example: Gym, Auditorium, Cafeteria, Commons, Classrooms, etc...)
Specific Area(s) to be Used _____ (Example: Playground, Playing Fields, Parking Lot, etc...)

I have read and thoroughly understand all the School Board Rules and Regulation which govern the use of facilities and agree to have my organization enforce all rules which are applicable to this use. This permit is requested under the rules of the Powhatan County School Board, and I agree to accept responsibility for any damage of the building, grounds, and/or equipment. A Certificate of Insurance indicating a minimum of \$1,000,000.00 liability coverage is attached. I understand that the liability insurance exceeding \$1,000,000.00 may be required depending on proposed usage.

Signature of Applicant _____	Date _____
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OFFICE USE ONLY

Date Application was Received _____	Signature of Principal _____ Date _____
Requested Facility Available on dates Requested <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Staff Needed: Security _____ Custodial _____ Food Service _____	
Comments: _____	
_____	Signature of Superintendent or Designee _____ Date _____
Building Usage Fee and Staff Compensation Fee \$ _____ (Fee Breakdown will be attached to approved application)	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved