

APPLICATION FOR USE OF FACILITIES

School Sponsored Activity?

Yes – No Insurance Required

No – Insurance Attached (see below)

Youth Group

Tutoring/Instructional

Non-Profit Organization

Other (for profit)

School Requested: _____

Today's Date: _____

Name of Organization: _____

Purpose/
Name of Activity: _____
Please include expected # of participants

Activity will be: Free Collection Only Admission Charge

Important: Please read carefully the information provided with this form regarding application procedures, regulations and fees pertaining to the use of WCPS facilities. The yellow copy is for your records.

SPECIFIC AREA REQUIRED: (√)

Auditorium

Cafeteria Dining Area

Cafeteria Kitchen

Gymnasium

Classroom(s) # _____

Athletic Field.....

High School Stadiums

General Ed. Area# _____

Other: (List) _____

Dates Requested:	(√)	Month	Day	Year	Time	
					From:	To:
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

SPECIAL REQUIREMENTS (FEES): (√)

Temperature Adjustment

AV Technician.....

Food Service Personnel

Custodial Personnel.....

For Continuing Activities: Starting Date: _____

Stopping Date: _____

No activities scheduled past 10:00 p.m. Sunday activities are limited.

Building entry will be permitted based on time indicated.

INSURANCE (Non-School Groups)

The User Group must maintain, throughout the term of this Agreement, a commercial general liability insurance policy with limits of \$1,000,000, and shall name the Washington County Board of Education as an additional insured on the policy. A copy of the insurance certificate from a company authorized to conduct business in Maryland shall be presented with the application, prior to issuance of approval by the school. If the Applicant has any employees on site during activities, the Applicant must provide proof of worker's compensation coverage.

Name of Insurance Carrier: _____ Policy No.: _____

The undersigned certifies that I am authorized to sign this contract on behalf of the user group, have read and fully comprehend all fees, rules and regulations as contained in the regulations associated with the use of school facilities and to the fullest extent of the law, agree to protect, defend, indemnify, pay on behalf of and hold harmless, WCPS (including its elected officials, officers, agents and employees) from any causes of action, claims, demands, suits, liability, penalties, costs, damages, expenses, judgments, or loss, including attorney fees, arising out of or connect, in any way, to the Applicant's use or occupancy of the facility, including any loss or injury of any kind alleged to be the result of any negligence by Washington County Public Schools, its Board of Education, or any of its agents, employees, volunteers, or officials. In the event WCPS property loss is incurred as a result of the use of the facility, the amount of damages shall be decided by the principal or the Director of Facilities Management. The user groups shall be charged accordingly.

Applicant Signature _____ Date _____

Applicants Name: _____

Address: _____

Phone (H): _____

Phone (W): _____

WCPS USE ONLY:**THIS SPACE RESERVED FOR PRINCIPAL'S REMARKS AND SIGNATURE**

The area(s) requested ☐ is not approved ☐ is approved by the school on the dates and times indicated. The Washington County Department of Recreation may schedule per their guidelines. This activity, if scheduled, will require:

Temperature Adjustment ☐ Audio Visual Technician ☐ Food Service Personnel ☐ Custodial Personnel ☐

Comments: _____

☐ Insurance received?

Principal's Signature _____

Date _____

THIS SPACE RESERVED FOR THE DEPARTMENT OF RECREATION

It is my recommendation that this recreation request be: Approved, and is scheduled Denied, for the following reason(s)

Comments: _____

Dept. of Recreation Signature _____

Date _____

Facility	Category 2	Category 3		Category 4		Category 5	
	Fee per hr/use	Min. Fee up to 2 hrs/use	Each hr beyond	Min. Fee up to 4 hrs/use	Each hr beyond	Min. Fee up to 4 hrs/use	Each hr beyond
Classrooms	NA	\$15.00	\$7.00	\$24.00	\$6.00	\$57.00	\$14.00
Gymnasiums	NA						
Elementary Schools		\$10.00	\$5.00	\$32.00	\$8.00	\$200.00	\$50.00
Middle/High Schools		\$15.00	\$7.00	\$56.00	\$14.00	\$500.00	\$125.00
Auditoriums	NA						
Elementary Schools		\$30.00	\$15.00	\$44.00	\$11.00	\$344.00	\$86.00
Middle/High Schools		\$40.00	\$20.00	\$80.00	\$20.00	\$520.00	\$130.00
Cafeteria/Multipurpose	NA	\$30.00	\$15.00	\$44.00	\$11.00	\$288.00	\$72.00
Kitchen Use		\$40.00	\$20.00	\$80.00	\$20.00	\$80.00	\$20.00
High School Stadiums	\$125.00	\$250.00	\$125.00	\$500.00	\$125.00	\$500.00	\$125.00
Custodial Fee	\$25.00	\$50.00	\$25.00	\$100.00	\$25.00	\$100.00	\$25.00
Building Utility Fee	\$30.00	\$60.00	\$30.00	\$120.00	\$30.00	\$120.00	\$30.00
Stadium Light Utility Fee	\$50.00	\$100.00	\$50.00	\$200.00	\$50.00	\$200.00	\$50.00
Stadium Deposit Fee	\$200.00/Event	\$500.00	/Event	\$500.00	/Event	\$750.00	/Event

High school gymnasiums, computer classrooms, and industrial arts areas will not be rented under Category 3 or 4.

Cancellation fees will be equal to the building use minimum fee.

Before and After School Daycare programs are under negotiated contracts.

Effective May 1, 2007

THIS SPACE RESERVED FOR FACILITIES MANAGEMENT AND PLANNING

This request is: Approved ☐ Denied ☐

Subject to all rules, regulations policies and fees as established by
Washington County Public Schools

Comments: _____

Building Use Fee:

Category No. _____

Classrooms \$ _____
Gymnasium \$ _____
Auditorium \$ _____
Stadium \$ _____
Cafeteria/Multipurpose \$ _____
Kitchen \$ _____

\$ _____

Additional Fees: Stadium Lighting Fee \$ _____
Stadium Deposit Fee \$ _____
Custodial Personnel \$ _____
Temperature Adjustment \$ _____

\$ _____

☐ All Fees Waived

Total Anticipated Fees: \$ _____
(Actual billing will be sent after event has taken place)

Office of Facilities Management and Planning

Date _____