

**APPLICATION for USE OF SCHOOL BUILDINGS AND GROUNDS  
MONONGALIA COUNTY SCHOOLS**

*PLEASE PRINT AND ANSWER ALL QUESTIONS*

1. Name of organization \_\_\_\_\_
2. Name of individual making request \_\_\_\_\_
3. Address of individual \_\_\_\_\_
4. Phone Number: Office \_\_\_\_\_ Home \_\_\_\_\_ Cell \_\_\_\_\_
5. What school do you wish to use? \_\_\_\_\_ For what purpose? \_\_\_\_\_
6. Which area of the school (gym, cafeteria, auditorium, etc.)? \_\_\_\_\_
7. Date(s) and Time requested \_\_\_\_\_
8. Have you read and agree to comply with **Monongalia County Board of Education Policy 5- 05 and Administrative Procedures?**     Yes         No
9. Have you submitted Proof of Insurance?     Yes         No (as per procedure #13 on page 2)
10. Estimate Rental Fees: (Please refer to page 3 of procedures for rental fees)

Building Rental Fee	\$
Custodian (Daily Rate*)	As per employees daily rate plus benefits
Cook (Daily Rate*)	As per employees daily rate plus benefits
Estimated Total	\$

*\*Rates will be calculated and billed to you through our Payroll Department*

\_\_\_\_\_  
Signature of Individual Making Request

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature School/Site Principal/Supervisor

\_\_\_\_\_  
Date

Attachment: Policy and Procedures Governing use of School Facilities