



Bessemer Area School District



Mr. David Radovich, Superintendent

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REQUEST FOR USE OF SCHOOL FACILITIES

We request permission to use the following school facilities:

TO: Administrator: _____

School Building: _____ Rooms: _____

If for a season or extended period, please state the beginning and ending dates.

DAY	DATE	FROM	HOURS	TO
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

PURPOSE: _____

Adult in Charge: _____ Phone: _____

We wish to enter the building at (time): _____

We will vacate the building at (time): _____

We (WILL) (WILL NOT) charge an admission fee.

We expect attendance of approximately ____ people.

We will need to use the following equipment and/or furniture: _____

Additional Requests or Comments: _____

OVER

It is understood that the Bessemer Area School District activities have preference over outside activities in using the school buildings and that this request is subject to cancellation if the requested facilities is needed for a school activity.

If permission is granted, we agree to be responsible for any accidents or injuries sustained by any person attending or participating in the program or activity for which we may use the above-mentioned school facilities, and to be responsible for replacement in case of any damage or loss incurred. Further, in accordance with State requirements and Board policy, we agree that there will be no use of tobacco, alcohol or controlled substance in the school building.

Organization/Group/Person: _____

Requested by: _____
Signature

Address: _____ Phone: _____

This Space Reserved for District Use

Rental Fee: \$ _____ Other Fees: \$ _____
(All rental and other fees are payable in advance. Make checks out to Bessemer Area School District.)

_____ I have checked with the Athletic Director or other District personnel (if appropriate) and verified that, as of this date, there is no conflict with the requested dates.

This approval is subject to certain other conditions, as set forth below:

Administrator's Signature *Date*

This request cannot be granted for the following reasons(s):

Administrator's Signature *Date*