

Application for Use of Facilities

WAPAKONETA CITY SCHOOLS
1102 GARDENIA DRIVE WAPAKONETA OH 45895

Building: _____ Date of use: _____
(Return form to building listed above)

From: _____ To: _____ Admission to be charged: _____

Name of Organization: _____

Purpose of Use: _____ Approx. # Expected: _____

Name (Person in Charge) Phone #

Address City State Zip Code

FACILITIES REQUESTED:

Kitchen Dining Area Auditorium Classroom Large Group Room

If the kitchen is going to be used, a cafeteria employee must be present all times. If food is to be catered, the renter and the caterer need to be aware of this. Please check the items below that will be used in the kitchen:

Ovens Ranges French Fryers Soup Kettles Refrigerators Freezers
 Microwaves Blenders Mixers Food Choppers Steam Tables
 Dishwasher (Information on these items available at 419.739.2910)

SCHOOL EQUIPMENT NEEDED:

Microphone Podium Portable Chalkboard TV/VCR TV/DVD Screen
 Overhead Projector Computer Outlet
 Other _____

*Outside organizations using facilities are asked to arrange tables and chairs themselves. Cleaning equipment available for clean up after the activity.

The signatory hereby agrees to comply with all state and federal laws and regulations while using Wapakoneta City Schools' facilities. The Signatory further agrees to indemnify and **HOLD HARMLESS** the Wapakoneta City Board of Education and its agents and employees from all liability, claims, demands, damages or costs, for or arising out of the use of Wapakoneta City Schools' facilities whether it be caused by negligence or idemnitor or the Wapakoneta City Board of Education or either party's agents or employees or otherwise.

Renter Signature Date Estimated Charge: _____

Principal Date Director of Operations Date

Original Render (Administration Building to make own copy)
cc: Building Custodian; Café Supervisor; Athletics

Revised: 8/3/09; 9/22/10; 2/11/16