

Westville School District Facility Usage Request Form

Individual – Group – Organizational Name	
School	<input type="checkbox"/> Judith Giacoma Elementary School <input type="checkbox"/> WJHS <input type="checkbox"/> WHS
Facility Location	<input type="checkbox"/> Cafeteria <input type="checkbox"/> Gymnasium <input type="checkbox"/> Parking Lot <input type="checkbox"/> Other: _____
Date(s) Requested	
Hour(s) Requested	
Description of Activity	

By signing, the third party sponsor recognizes and agrees to the follow Westville School District procedures for facility usage:

- The use of school facilities for school purposes has precedence over all other uses. The district reserves the right to cancel previously scheduled use of facilities by third party groups. Any facility usage fees will be refunded in the event of cancelation.
- Third party groups may request use of school facilities at no cost during regular school days of operation during normal school hours, actives must conclude and the facility must be vacated by 9pm.
- Third party groups agree to indemnify and hold harmless the school district and its agents and employees for and from any and all loss including attorney’s fees, damages, expense, and liability arising out of its use of school property.
- Third party groups agree to pay any damages to school facilities, furniture, or equipment arising out of its use of school property whether such damage was accidental or deliberate.
- Third party groups may request use of school facilities during weekend and non-regular days of operation at a cost equal to the custodial supervision required to open, supervise, and close the facility. Payment for facility usage must be paid in advance if the facility is available and the request is approved. Availability is subject to the ability to secure custodial supervision and facility scheduling.
- Third party groups requesting to use school facilities for commercial purposes (any event used to collect money) must be approved to the board of education. Proof of insurance covering personal injury and property loss that expressly identifies the District as additional insured for the event must be provided with the facility request to use school facilities for commercial purposes.

Administrative approval will be based on the information provided on the Facility Request Form. Facility usage requests will be will be approved or disapproved based on a number of factors not limited to but including: facility availability, ability to secure appropriate facility supervision, receipt of up-front custodial supervision fee (if applicable), previous experience with the group making the request, and/or alignment of the requested activity with district programs and goals.

Applicant Name (Print)		Applicant Signature	
Applicant Telephone Number			
Facility Supervision Required	<input type="checkbox"/> Yes* <input type="checkbox"/> No *If “Yes” Cost of Custodial Supervision = _____		
Determination	<input type="checkbox"/> Approved <input type="checkbox"/> Denied		
Administrator Signature			