

REQUEST AND PERMIT FOR USE OF SCHOOL FACILITIES
I.S.D. #435 WAUBUN-OGEMA-WHITE EARTH COMMUNITY SCHOOLS
 Waubun and Ogema Facilities Requests should be sent to Ann Wothe in Waubun..

Name of Individual/Organization _____
 Activity/Event _____
 Date of Activity _____ Starting Time of Event _____ Time you need entrance _____
 Expected time of completion _____ Expected Attendance _____
 Purpose of Activity _____

Will there be an admission charge, free-will offering, or sale of products? _____
 For what will this money be used? _____

Person supervising activity _____
 Address _____ Phone _____

Please check below which building and room(s) are needed. Also, indicate day(s), date(s) and equipment you wish to use.

Waubun

- High School Gym, Date: _____ Time: _____
- Multi Purpose Gym, Date: _____ Time: _____
- Classroom Name/Number: _____ Date: _____ Time: _____
- Commons Area Date: _____ Time: _____
- Community Rm #1 Date: _____ Time: _____
- Community Rm #2 Date: _____ Time: _____
- Kitchen * Date: _____ Time: _____
- Media Center Date: _____ Time: _____

Ogema

- Elementary School Gym Date: _____ Time: _____
- Classroom Name/Number Date: _____ Time: _____
- Cafeteria Date: _____ Time: _____
- Kitchen * Date: _____ Time: _____
- Media Center Date: _____ Time: _____

Equipment needed: PA Podium Bleachers Chairs-How Many _____
 Tables-How Many _____

*Kitchen may only be used if Safe Serve Certified person is present.

Name of person: _____.

I certify that I represent the above organization and am authorized to accept in its name responsibility and observance of the rules and regulations for community use of ISD 435.

_____ I have submitted a certificate of insurance

Signature	Phone	Address	Current Date
XX			

(To be completed by Superintendent's Office)

Estimated charges: Building Rental _____
 Custodial Services _____
 Food Service Charge _____
 Other _____

_____ Date of Approval	_____ Approval of Site Director
_____ Date of Approval	_____ Approval of Superintendent
_____ Date of Approval	_____ Approval of Maintenance Supervisor