

**WIRT COUNTY SCHOOLS
APPLICATION FOR BUILDINGS AND GROUNDS**

Name of Organization: _____

Person making application: _____

Address of applicant: _____

Telephone number of applicant: _____

School and area to be used: _____

Purpose or event: _____

Date desired: _____

Time to be in use: Beginning at _____ Ending at _____

Does your organization have liability insurance as prescribed by the Wirt County Board of
Education? Yes _____ No _____

1. A \$15 key deposit will be required to insure return of key and condition of facilities.
2. Facilities must be left clean and trash removed.
3. Cost to correct any damage or cleanup of facilities will be the responsibility of the person signing this agreement.
4. Building must be secured (locked) upon leaving.
5. Key must be returned the following work day after using the facilities.
6. Any problems must be reported to a school official immediately.
7. Failure to maintain these guidelines will result in denial of future requests.

I have read and agree to the guidelines for using school facilities. By signing below, I accept responsibility for the cleanliness and condition of facility and the prompt return of key.

Applicant's Signature _____ Date _____

Principal's Approval _____

Superintendent's Approval _____