

WESTERN BEAVER COUNTY SCHOOL DISTRICT
FACILITIES REQUEST FORM

___ Fairview ___ High School

Please circle:

Date Needed: _____ Time Frame: _____

Cafeteria Gymnasium

Person/Group Making Request: _____

Other: _____

Please list the reason for using facility:

When using the district buildings, a custodian **must be** on duty at all times. If a custodian has to be called out for your event, you will be responsible for their overtime rate.

When requesting the use of the cafeteria, not only must a custodian be on duty, but you must first check with *Ann (Cookie) White* regarding availability of the cafeteria and arranging for a cafeteria employee to be on duty for the event. Your group will be responsible for the cafeteria employee's overtime rate.

You or your group will be responsible for any damages that may occur during the use of the facility.

An on-duty policeman may be required by the district for the event at your expense.

Please contact the Business Office regarding the overtime rates. 724-643-9310 Ext. 4003

I understand the above rules for using the school district's facility and agree to all terms listed above.

Signature

Principal Approval

Date

Superintendent/Board Approval

Date

Cookie White (Cafeteria Supervisor) 724-643-8500 Ext.1110

Dennis Bickerstaff (Maintenance Supervisor) 724-643-8500 Ext.2100