

BOARD OF EDUCATION OF CARROLL COUNTY APPLICATION FOR USE OF SCHOOL FACILITIES

Having read and agreed to comply with the regulations governing the use of school facilities, we, the undersigned being authorized representatives of WARC do hereby request use of West Middle School

for the purpose of Westminster Area Lacrosse on the following date(s) 3/16/09 to 6/19/09
Type of Activity Month Day Year Month Day Year

THE STATUS OF THIS ACTIVITY IS: Non Profit Profit Motivated Fee-to-cover Expenses

| TIME REQUIRED | | | | FACILITIES REQUIRED | | | | | | |
|---------------|------|-------|-------------|---------------------|------|-----|---------|------|--------|------------|
| DAY OF WEEK | OPEN | CLOSE | TOTAL HOURS | #Classrooms | Aud. | Gym | Kitchen | Cafe | Fields | Other |
| MONDAY | 5p | 9p | 4 | | | | | | | |
| TUESDAY | | | 4 | | | | | | | Upper/Main |
| WEDNESDAY | | | 4 | | | | | | | Upper/Main |
| THURSDAY | | | 4 | | | | | | | Upper/Main |
| FRIDAY | 5p | 9p | 4 | | | | | | | Upper/Main |
| SATURDAY | 7am | 3p | 7 | | | | | | | Upper/Main |
| SUNDAY | 8am | 6p | 7 | | | | | | | Upper/Main |
| TOTAL | | | | | | | | | | Main only |

on Saturdays need upper from 8am-3pm + main from 7am-6pm

Other services required: audio lighting restrooms other:

| ESTIMATED BUILDING CHARGES | | | | ESTIMATED PERSONNEL CHARGES | | | |
|----------------------------|--------|--------|--------------|-------------------------------------|-------------|-------------|--------------|
| AREA USED | # DAYS | CHARGE | TOTAL CHARGE | TYPE | TOTAL HOURS | HOURLY RATE | TOTAL CHARGE |
| Heat | | | | CUSTODIAN | | | |
| Air Conditioning | | | | CAFETERIA | | | |
| Equipment | | | | OTHER | | | |
| TOTAL BUILDING CHARGE | | | | TOTAL PERSONNEL CHARGE | | | |
| TOTAL BUILDING CHARGE | | | | TOTAL BUILDING AND PERSONNEL CHARGE | | | |

We understand and agree to abide by all guidelines and charges detailed in the *Carroll County Public Schools' Board Policy/Regulations KGF -Community Use of School Facilities*. We agree to notify the Department of Facilities of the Carroll County Public Schools, in writing, within 24 hours, in the event that any officer, director, employee, or agent of the group/organization is reported to the Department of Social Services for child abuse or neglect, and further agree that the officer, director, employee, or agent shall not enter onto the property of the Carroll County Public Schools until permission is granted by the Carroll County Public Schools.

| | |
|---|---|
| 1. <u>Katie Bello, Comm Coord.</u> Signature of Official and Title | Address: <u>300 S Center St. 21157</u> Telephone: <u>410-795-8472</u> Date: <u>1/20/09</u> |
| 2. <u>Scott McKelvie, WAX</u> Name of Group Leader (print) | Address: _____ Telephone: <u>410-259-5506</u> Date: <u>1/20/09</u> |

Does the applicant have a valid "Certificate of Insurance" on file with the School Construction Dept? YES NO
 *All Certificate of Insurance need to include the following address as the additional insurer:

**Carroll County Public Schools
125 North Court Street
Westminster, MD 21157**

APPROVED DISAPPROVED (Reason) _____

COMMENTS & INSTRUCTIONS: School events would take 2x a week but all fields should be available for your use.

Signature of Principal Jacqui M. [Signature] Date 2/2/09
White copy: School Yellow copy: School Construction Dept Pink copy: Organization Gold copy: Custodian/Cafeteria