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 (Group/Organization) do hereby request use of East Middle School (School) for the purpose of Die Hards Lacrosse (Type of Activity) on the following date(s) 3/14/10 (Month Day Year) to 11/21/10 (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										
TUESDAY										
WEDNESDAY										
THURSDAY										
FRIDAY										
SATURDAY										
SUNDAY	2pm	Dusk	4hrs						LACROSSE Field	
		TOTAL	4		TOTAL				(Usually works this out w/ WAY	

Other services required: ☐ audio ☐ lighting ☐ restrooms ☐ other:

ESTIMATED BUILDING CHARGES				ESTIMATED PERSONNEL CHARGES			
AREA USED	# HOURS	CHARGE	TOTAL CHARGE	TYPE	TOTAL HOURS	HOURLY RATE	TOTAL CHARGE
				CUSTODIAN			
Heat				CAFETERIA			
Air Conditioning				OTHER			
Equipment				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. Katie Hello, Comm Coord.	Mailing Address: 300 S. Center St. Westminster, MD 21157 E-Mail Address: KHello@ccg.carr.org
Signature of Official and Title	Telephone: 410-795-8422 Date: 1/20/10
2. Tony Chiavacci, Program Leader	Mailing Address: E-Mail Address:
Name of Group Leader (print)	Telephone: 410-370-9497 Date: 1/20/10

Does the applicant have a valid "Certificate of Insurance" on file with the School Construction Dept? ☐ *YES* ☐ *NO*

**All Certificates 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:

Signature of Principal _____ Date _____

White copy: School Yellow copy: School Construction Dept Pink copy: Organization Gold copy: Custodian/Cafeteria

02/2009