



BUILDING USE REQUEST

Mathews Local School District

Please complete this form for consideration to be given for the request.

Building requested: Baker _____ Currie _____ Mathews High School _____

Name of organization requesting use of the building: _____

School group _____ Community organization _____ Non-community organization _____

Name of person completing this form _____ Ph # _____ Title: _____

Name of person/organization the BOE shall bill if charges are required: _____

Address: _____ Phone: _____

Type of activity planned: _____

Facilities requested: Multi-purpose room: _____ (Baker/Currie) gym _____ (MHS) cafeteria _____ (MHS)

class room # _____ number of classrooms _____ restrooms _____ field _____

Day(s) of week to be used: Monday Tuesday Wednesday Thursday Friday

Date(s) to be used: _____ thru _____ Time(s) _____ to _____

Time opened by custodian: _____ Time closed by custodian: _____ * **You must exit the building at the time listed.**

Will set up time be needed in addition to the date of the activity?: Date: _____ Time: _____

Please indicate the items your organization may need to borrow (*if available and approved by the Principal*)

Chairs: ___ amount: _____ Tables: ___ amount: _____ Extension cords: _____ Sound system _____

Other: _____

We agree to abide by the Mathews Board of Education building use policies

X _____ Title: _____ Date: _____

Approved by: **X** _____

X _____

Principal

Superintendent

Hold Harmless Release, completed and attached _____

Copies to: _____

Custodial charges: _____/Time

Cafeteria charges: _____/ Time