



# WEST SPRINGFIELD HIGH SCHOOL

## BUILDING USE FORM

Group Name \_\_\_\_\_ Date of Appl. \_\_\_\_\_

For Non-WSHS events you will receive a separate invoice of billed items based upon this application.

Date(s) of Activity \_\_\_\_\_ Appl. Fee \_\_\_\_\_ pd. by Cash/ Check (\_\_\_\_)

Number attended \_\_\_\_\_

Type of Activity \_\_\_\_\_

**Contact Information:**

Name \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Time Entering Building \_\_\_\_\_ Time Leaving Building \_\_\_\_\_

(Billed for 1 hour past end of event)

**Space Requests**

- Auditorium
- Spartan Hall
- Cafeteria
- Cafeteria w/Kitchen
- Classroom (list all that apply)
- Main Gym
- Aux Gym
- Other: \_\_\_\_\_

**Personnel Requests:** (Note all non-WSHS events required a supervisor and will be charged fees for custodians. Also use of the auditorium will result in billing of a technician.)

- Supervisor
- Cafeteria Staff
- Custodian
- Sound Tech
- Student Tech

**Item(s) Requests:**

(Please indicate any special set-up required including microphones, piano, chairs, etc.)

- Tables \_\_\_\_\_
- Chairs \_\_\_\_\_
- Microphones \_\_\_\_\_
- Podium \_\_\_\_\_
- Pianos \_\_\_\_\_
- Other \_\_\_\_\_

**Building Use Guidelines:**

- ✓ No food allowed in rooms
- ✓ Rooms must be left in the same condition as they were found

**Saturday Use (for Teachers only)** This form is due **Wed** prior to the Saturday of usage.

- ✓ Enter building by Training Room
- ✓ Enter building at either 8 or 9 am
- ✓ Leave building before 2 pm
- ✓ Check in with custodian on duty upon entering and leaving

**For activity personnel use only**

DSA Signature \_\_\_\_\_ Bld. Use. Coordinator Initials \_\_\_\_\_

Date \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Reason: \_\_\_\_\_

School Dude Entry \_\_\_\_\_ Invoice Number \_\_\_\_\_ (attached) Month of Use \_\_\_\_\_  
 REC Cancellation \_\_\_\_\_ Balance \_\_\_\_\_ Re-occurring Use \_\_\_\_\_