

Blacklick Valley Jr. Sr. High School
Request for Use of Facility

Date of Request: _____

Date(s) the Facility is Needed: _____

Starting Time and Ending Time: _____

Group Name: _____

Purpose: _____

Contact Person and Phone Number: _____

What is needed? What areas of the facility are requested for use?

Custodians needed? _____ Security needed? _____

Please Note:

- When an event is held during a time when the custodial staff is not on duty, a minimum custodial fee of \$50.00 will be charged for custodial services. An additional \$10.00 will be charged, per hour, for custodial services beyond 5 hours.
- If custodial services are not needed, a BVSD staff member must assume responsibility for opening and closing the facility, gaining access to approved areas, checking the building for cleanliness and damage, and setting the alarm.
- Providing security and proper supervision is the responsibility of the group or person requesting use of the facility.
- Permission will not be granted for use of cafeteria ovens, freezers, or utilities.

***Person or group assuming responsibility for use of the facility:

Request Granted _____ Denied _____

Signature of Building Principal _____

Date _____

**By being granted use of this facility you are responsible for damages that may occur during use.