

Boscobel High School  
300 Brindely Street  
Boscobel WI 53805

# Building Use Request

Please Read Attached Policy 7510

Phone: 608-375-4161  
Fax: 608-375-264

## Section 1

Name of Organization: CESA #3 Date: 03/11/19

Person Responsible: Clark Jillson Phone: 608-375-5717

Address: 501 East Oak Street

Room/Facility Requested: Track & Football Field & Concession Stand Type of Activity: Special Education Champion Games

Date Needed: 05/10/2019 Time: 8:00 AM to 2:00 PM

(Include set up time and tear down time if applicable) NOTE: A custodian will be required for all building use requests.

List all equipment needed (Bleachers, chairs, etc.):

(1) Gatorade Jug, Access to PE storage room & Handicap bathroom, Access to building

Will your organization sell concessions? No

Will your organization charge admission or take up a collection? No

Have arrangements been made for proper security? Yes

## Section 2

I acknowledge that I have received a copy of policy 7510-Use of District Facilities and will abide by its content.

  
Signature of Building Use Requestor

3-11-19  
Date

**Joey Martin**  
Digitally signed by Joey Martin  
Date: 2019.03.11 16:05:49 -05'00'

3-11-19  
Date

Signature of Building Administrator/Athletic Director

Date

Signature of Maintenance/Custodial

Date

Board Approval (if applicable)

Date

## Section 3 – Billing

Building Use Fee (Prepaid)     Custodian/Cafeteria Worker (Billed After Event)     Other (Specify)     No Charge

**Section 4** – This section will be completed after the date of your activity and mailed to you for billing purposes, if applicable.

Prepaid Building Use Fee: \_\_\_\_\_ = \$ \_\_\_\_\_

Custodian/Cafeteria Worker Name: \_\_\_\_\_  
\_\_\_\_\_ Hours X \$ \_\_\_\_\_ per hour = \$ \_\_\_\_\_

Other Charges: \_\_\_\_\_ = \$ \_\_\_\_\_

**Total Amount Due:** = \$ \_\_\_\_\_

Please make checks payable to Boscobel Area Schools