

Boscobel High School
300 Brindley Street
Boscobel WI 53805

Building Use Request

Please Read Attached Policy 7510

Phone: 608-375-4161
Fax: 608-375-2640

Section 1

Name of Organization: Boscobel FFA Date: 7/25/19

Person Responsible: Jeff Ostheimer Phone: 6084853195

Address: 300 Brindley Street

Room/Facility Requested: LMC and various classrooms Type of Activity: District FFA Speaking Contests

Date Needed: 2/3/2020 (RM 43, RM 44, LM 30, RM 31) Time: 3:00 PM to 7:00 PM
(LM 28, LM 29)

(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.):

Tables, chairs, gate up middle school hall. Snow date will be 2/5/2020

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.

Jeff Ostheimer

Digitally signed by Jeff Ostheimer
Date: 2019.07.25 10:12:53 -05'00'

7/25/19

Date

Signature of Building Use Requestor

[Signature]

7-25-19

Date

Signature of Building Administrator

[Signature]

7-29-19

Date

Signature of Athletic Director

Signature of District Administrator

Date

Section 3 – Billing

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

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