

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: Music Boosters Date: 12/6/19-12/7/19

Person Responsible: Emily Blackburn Phone: _____

Address: _____

Room/Facility Requested: Bulldog Cafe Type of Activity: Madrigal

Date Needed: 12/6/19 Time: 1:30 PM to 10:30 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.):

We will need in the cafe Friday after lunch until late Saturday night when the event is over. I will provide a table placement sheet to John once I have RSVPS and the floor plan complete.

Will your organization sell concessions? NO

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

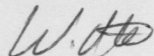
Have arrangements been made for proper security? NO

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

Date



9-23-19

Signature of Building Administrator

Date

Signature of Athletic Director

Date

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