

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:

Boscobel Youth Basketball

Date:

10-9-19

Person Responsible:

Penny Grassa

Phone:

608 485-3903

Address:

401 E. Bluff St Boscobel, WI

Room/Facility Requested:

Cafeteria, Library

Type of Activity:

Boys + Girls youth BB registration meeting

Date Needed:

October 24, 2019

Time: 5:30

PM

to

7:00

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.):

tables & chairs in Cafeteria for 40 people

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

Penny Grassa

Date

10-9-19

Signature of Building Administrator/Athletic Director

W. J. H. / W. J. H. Sprue

Date

10-9-19 / 10-11-19

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