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

Please make checks payable to Boscobel Area Schools

Section 1 Date: 10/22/19 Name of Organization: Community Engagement Meeting Phone: 608-375-4161 Person Responsible: Heather Jaahnke/Greg Bell Address: 1110 Park St Boscobel WI 53805 __ Type of Activity: Meeting Room/Facility Requested: Bulldog Cafe Date Needed: 12/3/19 8:00 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.): Rows of chairs, podium, microphone, big screen, projector Will your organization sell concessions? NO Will your organization charge admission or take up a collection? Have arrangements been made for proper security? YES Section 2 acknowledge that I have received a copy of policy 7510-Use of District Facilities and will abide by its content. Date Signature of Building Use Requestor Signature of Building Admini 10-23-19 Signature of Athletic Director Date Signature of District Administrator Section 3 - Billing Other No Charge Custodian/Cafeteria Worker Building Use Fee (Billed After Event) (Specify) (Prepaid) **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 \$ Other Charges: **Total Amount Due:**