

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 4th Grade Basketball Date: 12/3/19

Person Responsible: Crystal Brown Phone: 608-306-0940

Address: 103 Pearl Street

Room/Facility Requested: HS Small Gym Type of Activity: basketball practice

Date Needed: 12/3/19 + 12/5/19 + 12/10 Time: 6:00 PM to 7:30 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.):
basketballs and hoops

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.

Crystal D. Brown
Signature of Building Use Requestor

12/3/19

Date

Signature of Building Administrator

Date

Signature of Athletic Director

Date

Signature of District Administrator

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