

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 Basketball Club Date: 2-16-20

Person Responsible: Levi Esters Phone: 608-485-1846

Address: 412 East Bluff St.

Room/Facility Requested: Kitchen Type of Activity: Fundraiser

Date Needed: 2-20-20 Time: 4:00 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.):

Chairs, Coolers, Tables, Front part of kitchen

Will your organization sell concessions?

Will your organization charge admission or take up a collection? yes

Have arrangements been made for proper security?

Section 2

I acknowledge that I have received a copy of policy 7510-Use of District Facilities and will abide by its content.

Levi Esters
Signature of Building Use Requestor

2-16-20
Date

Signature of Building Administrator/Athletic Director

Date

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