

BOSCOBEL AREA SCHOOLS  
1110 Park Street  
Boscobel, Wisconsin 53805

**BUILDING USE REQUEST**  
(Please read attached Policy 803.00)

Date: 1-2-19

**SECTION 1**  
Name of Organization: Boscobel Boy's youth Basketball  
Person Responsible: Levi Esters Telephone: 608-485-1846  
Address: 48709 Dayton Lane Wauszeka WI 53826  
Room/Facility Requested: Big Gym  
Type of Activity: Youth Basketball  
Days/Date Needed: 1-05 / 1-12 / 1-26 From: 11:00 AM      PM To:      AM 1:00 PM  
*(Include set up time and tear down time if applicable)* NOTE: A Custodian Will Be Required For All Building Use Requests.  
Equipment Needed (bleachers, chairs, etc.): N/A

Will Your Organization Sell Concessions?  Yes  No  
Will Your Organization Charge Admission or Take Up A Collection?  Yes  No  
Have Arrangements Been Made For Proper Security?  Yes  No

I acknowledge that I have received a copy of Policy 803.00 School Facilities Use and will abide by it's content:

Signature of Building Use Requester: [Signature] Date: 1-2-19  
Signature of Building Administrator/Supervisor: [Signature] Date: 1-2-19  
Signature of Head of Maintenance: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_  
Board Approval (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Bill Organization: \_\_\_\_\_  
for:  Building Use Fee (Prepaid)  Custodian/Cafeteria Worker (Billed After Event)  Other (please specify)  No Charge

**SECTION 2**  
**VOLUNTEER DISCLAIMER** (Needs to be completed if the kitchen is being utilized - Refer to backside of this form.)

I, \_\_\_\_\_, AM VOLUNTEERING MY TIME FOR THE ABOVE REQUEST.  
(PLEASE PRINT NAME CLEARLY) \_\_\_\_\_  
(SIGNATURE)

**SECTION 3**  
(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 CHECK PAYABLE TO BOSCOBEL AREA SCHOOLS)