

**Baldwin High School**  
**APPLICATION AND REQUEST FOR USE OF FACILITY**

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_

Include ANY time needed for set-up, etc. Building  
will be available during requested times ONLY

Location requested: \_\_\_\_\_ (Excludes gymnasium, Fine Arts Center and cafeteria)

Description of Event/Activity:  
 \_\_\_\_\_  
 \_\_\_\_\_

Number of Participants: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

.....  
**OFFICE USE ONLY**

**PROCEDURES:**

**FEES CHARGED:**

**PAYMENTS RECEIVED**

<ol style="list-style-type: none"> <li>1. Receive completed form fourteen (14) prior to activity</li> <li>2. Check master calendar for conflicts.</li> <li>3. Submit to Principal for approval.</li> <li>4. When approval, notify all parties.</li> <li>5. When approved, collect all fees required.</li> <li>6. Record on master calendar.</li> <li>7. Copies to parties.</li> </ol>	Facility Use: \$350.00 per area "For Profit" \$175.00 per area "Non-Profit" Custodian: \$20.00 per Hour Security: \$25.00 per Hour On Site Admin: \$35.00 per Hour Deposit: \$100.00	Amount \$ _____ Check # _____  Date: _____  Amount: \$ _____ Check # _____  Date: _____  Amount: \$ _____ Check # _____  Date: _____
	Total Fee: _____  Deposit: _____  Balance Due: _____	

Approved By: \_\_\_\_\_

<b>Date:</b> _____	<b>Administrator Assigned:</b> _____ <div style="text-align: right;">[Hrs Worked _____ x \$35 = \$ _____]</div>
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<b>Notes:</b>	<b>Security Assigned:</b> _____ [Hrs Worked _____ x \$25 = \$ _____] (Security must be employed by Baldwin County School System)
	<b>Custodian Assigned:</b> _____ [Hrs Worked _____ x \$20 = \$ _____] (Custodian must be employed by current custodial company contracted with the Baldwin County School System with alarm and key character)