

ST. CLAIRSVILLE-RICHLAND CITY SCHOOL DISTRICT

108 Woodrow Avenue, St. Clairsville, Ohio 43950 • Phone: (740) 695-1624 • Fax: (740) 695-1627 • Website: stcschools.com

FACILITY USAGE FORM

TODAY'S DATE _____

NAME OF ORGANIZATION OR GROUP _____

APPLICATION MADE BY _____

PURPOSE _____

FACILITY TO BE RENTED _____

DATE(S) DESIRED _____

TIME	MON	TUES	WED	THURS	FRI	SAT	SUN
TO START							
TO CLOSE							

APPROXIMATELY HOW MANY PERSONS ATTENDING _____

CUSTODIAL SERVICES NEEDED YES _____ NO _____

SPECIAL EQUIPMENT DESIRED _____

APPLICANT'S ADDRESS _____

APPLICANT'S PHONE NUMBER _____

SIGNATURE OF BUILDING SUPERVISOR

DATE

Signed copies must be sent to the appropriate persons below by the Building Supervisor within 5 days.

COPIES TO: _____ Maintenance Department
 _____ High School Principal
 _____ Superintendent's Office

 _____ Athletic Director
 _____ Middle School Principal

 _____ Building Custodian
 _____ Requesting Party