



SCHOOL DISTRICT OF WAUZEKA-STEUBEN

FACILITY USE APPLICATION

POLICY 830-EXHIBIT

Sponsoring Organization		Tax-Exempt #	
Contact Person		Phone (H)	(W)
Address			
Signature		Date of Request	
Fee Charged to Participants?			
Yes		No	Amount Charged

Please check all that apply									
APR		APR Kitchen		Balcony		DLL (Distance Learning Lab)		Doll Gym	
Doll Gym Kitchen		Hornets' Nest		LMC		Other (Fill in)			

Date(s) Requested (Example: Every Tuesday & Thurs from Oct thru Dec)

Time Needed for Room(s):			
From (a.m./p.m.)		To (a.m./p.m.)	
Actual Time of Event:			
From (a.m./p.m.)		To (a.m./p.m.)	
Purpose			
Supplies/Equipment Needed (if applicable):			

Be advised that all groups are subject to Board Policy regarding facility use and rules established by building administration when reserving and using district facilities. Such rules include, but are not limited to the following:

- ☐ User groups shall be held financially responsible for damage to school facilities and property.
- ☐ Intoxicating beverages and illegal drugs are not allowed on any school premises.
- ☐ Use of tobacco products are not allowed on school buildings or on school grounds.
- ☐ Failure to properly care for facilities will result in denial of future use.
- ☐ Sponsoring organization or individual is responsible for supervising/managing/controlling event participants and spectators.

ALL ROOMS MUST BE LEFT IN A CLEAN AND ORDERLY MANNER. KEYS/FOB MUST BE RETURNED WITHIN TWO (2) BUSINESS DAYS.

PLEASE ROUTE TO: ☐ Building Secretary ☐ Building and Grounds Supervisor ☐ Administrator

Note: There is an automated external defibrillator (AED) outside the Hornets' Nest Gymnasium. This is for emergency use only and 911 must be called if activated.

Administrator Approval

Date

Date Revised: 5/19/2025