Event Request Form

Campus: ____________________________ Request Date: ____________________________

Event Date: ____________________________ Set up Time: ____________ Start Time: ____________ End Time: ____________ Wrap up Time: ____________

Type of Event: ____________________________ Number of Guests: ____________________________

Requestor Information:

Client/Organization: ____________________________
Primary Contact: ____________________________ Contact #: ____________________________ Email: ____________________________
Secondary Contact: ____________________________ Contact #: ____________________________ Email: ____________________________

Do you have liability insurance? ☐ Yes (please attach a copy of the certificate of insurance) ☐ No (facility will not be scheduled until insurance is provided)

Will you need to visit our school to see the space before the event? ☐ Yes ☐ No

Will you rent any items for the event? ☐ Yes (please list dates these will be delivered and removed from the facility) _________ ☐ No

In addition to space, please indicate below other expectations you require of the WCHS Staff or that you will provide:

<table>
<thead>
<tr>
<th>Table</th>
<th>Yes</th>
<th>No</th>
<th>WCHS provides</th>
<th>Quantity/Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairs</td>
<td>Yes</td>
<td>No</td>
<td>WCHS provides</td>
<td>Quantity/Description:</td>
</tr>
<tr>
<td>Kitchen</td>
<td>Yes</td>
<td>No</td>
<td>WCHS provides</td>
<td>Quantity/Description:</td>
</tr>
<tr>
<td>Greeters</td>
<td>Yes</td>
<td>No</td>
<td>WCHS provides</td>
<td>Quantity/Description:</td>
</tr>
<tr>
<td>Signage</td>
<td>Yes</td>
<td>No</td>
<td>WCHS provides</td>
<td>Quantity/Description:</td>
</tr>
</tbody>
</table>

Additional specific needs and technical requirements:

Agreement: The primary purpose or function of our facility is to provide quality educational environments conducive to the learning of the students we serve. Accordingly, community use of our school buildings and grounds for educational, recreational, civic and cultural activities shall be permitted so long as such use does not conflict with the use of our building and grounds for school purposes and activities, with state and federal laws, with local ordinances or with the proper care and maintenance of school facilities and grounds. All users of the Facility shall agree to:

- Engage __________ custodial services at a cost of $__ per hour for the duration of the event.
- Engage security services for the duration of the event.
- Ensure that permission to use the facility or any portion thereof shall not be transferred to a third party.
- Ensure that facilities are left neat and in orderly condition ready for the next school day (i.e. sweep, clean spills, place garbage in dumpster, fold tables, re-stack chairs)
- Ensure that all signage and decorations are taken down following an event. Decorations may not deface property.
- Ensure that no fixtures, equipment, or furniture shall be removed from any building.
- Ensure that all food and drinks are only allowed in designated areas and must be removed and area left clean.
- Ensure that no smoking takes place in building and/or on school property.
- Provide a standard certificate of insurance showing $1M in Liability coverage and naming Williamsburg Charter High School as an Additional Insured prior to event taking place.
- Agree to hold harmless and indemnify Williamsburg Charter High School for liabilities that arise out of Client/Organization negligence
- Ensure that alcoholic beverages or drugs in any form are not permitted or to be served in buildings or on school grounds in accordance with State Laws and Drug Free Schools policy.

Agreed: ____________________________ Title: ____________________________ Date: ____________

Renter/Primary Contact Signature Position

Approved: ____________________________ Title: ____________________________ Date: ____________

WCHS