

# Event Request Form

Campus: \_\_\_\_\_ Request Date: \_\_\_\_\_  
Event \_\_\_\_\_ Set up \_\_\_\_\_ Start \_\_\_\_\_ End \_\_\_\_\_ Wrap up \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_ Time: \_\_\_\_\_ Time: \_\_\_\_\_ 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:

Tables	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> WCHS provides	Quantity/Description: _____
Chairs	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> WCHS provides	Quantity/Description: _____
Kitchen	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> WCHS provides	Quantity/Description: _____
Greeters	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> WCHS provides	Quantity/Description: _____
Signage	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> WCHS provides	Quantity/Description: _____

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: \_\_\_\_\_  
Renter/Primary Contact Signature

Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Position

Approved: \_\_\_\_\_  
WCHS

Title: \_\_\_\_\_ Date: \_\_\_\_\_