



A separate application is required for each school building requested.

There will be no building use during holidays, recesses, and emergency school closings.

Suppose the use of the school kitchen facility is desired as part of a rental/use agreement; in that case, the organization must make arrangements with the School Nutrition Office to use the facility. You can reach them at 516.876.5022. The school kitchen facility is operated by the kitchen staff employed by the district. Financial arrangements for the use of the kitchen facility will be on a cost to the district basis. They will be over and above any other schedule of charges for building use.

The Football and soccer fields at the high school and the soccer field at the middle school are for the use of the athletic and physical education programs for the schools ONLY and will not be given out to any organization. The football field at the middle school will be approved on a case-by-case basis.

INFORMATION

Name of Organization: <input type="checkbox"/> Profit <input type="checkbox"/> Non-Profit		School Requested for Event:	
Description of Organization	Dates Requested for Event:	<input type="checkbox"/> Dryden Street Elementary School <input type="checkbox"/> Drexel Avenue Elementary School <input type="checkbox"/> Park Avenue Elementary School <input type="checkbox"/> Powells Lane Elementary School <input type="checkbox"/> Westbury Middle School <input type="checkbox"/> Westbury High School	
	Hours: _____ to _____	Facility to be used:	Cost:
	Estimated Attendance	<input type="checkbox"/> Admin Parking Lot \$ <input type="checkbox"/> Auditorium \$ <input type="checkbox"/> Cafeteria \$ <input type="checkbox"/> Classroom \$ <input type="checkbox"/> Kitchen** \$ <input type="checkbox"/> Library \$ <input type="checkbox"/> Parking Lot \$ <input type="checkbox"/> WHS Gym \$ <input type="checkbox"/> WHS Aux Gym \$ <input type="checkbox"/> WHS Baseball Field \$ <input type="checkbox"/> WHS Softball Field \$ <input type="checkbox"/> WHS South Field \$ <input type="checkbox"/> WHS North Parking Lot \$ <input type="checkbox"/> WHS South Parking Lot \$ <input type="checkbox"/> WMS Boys Gym \$ <input type="checkbox"/> WMS Girls Gym \$ <input type="checkbox"/> WMS Baseball Field \$ <input type="checkbox"/> WMS Softball Field \$ <input type="checkbox"/> WMS Football Field \$ <input type="checkbox"/> WMS Parking Lot \$	
Purpose of Use	Price of Admission		
	Estimated Income		
Event			
Name of Applicant	<input type="checkbox"/> Commercial General Liability Insurance required <input type="checkbox"/> Endorsement: ISO Form (0704) or broader		
Address of Applicant	Email Address	Telephone Number	
	Signature of Applicant		
STAFF USE ONLY			
Building Principal	Date	Head Custodian	Date
Director of Facilities & Operation	Date	Director of Athletics	Date
Security Supervisor	Date	Number of Security needed	Number of Custodians needed
		Security Deposit	Total Fee for usage (Custodial/Security)

Your request for the use of school district facilities, shown above, has been approved. You are expected to conform to all the regulations of the Westbury UFSD regarding such use, and to pay the fee indicated above. The custodian on duty is to be regarded as the representative of the Westbury UFSD. If there are any questions regarding arrangements, call the office of the principal of the school you intend to use between 9:00am and 3:00pm any school day.