

**Washington County Schools
Facility Rental Agreement**

Approval Checklist

- Requesting group has provided all dates and times for their activity
- Requesting group has made arrangements through the building principal for an approved WCDE employee to be present for their activity. The principal may waive this requirement at their discretion. For certain after-hours, outdoor activities, employee presence may not be necessary
- Requesting group has provided documentation of liability insurance

If the activity involves school age children, **a majority of which are currently enrolled in the Washington County School System**, the facility usage fee may be waived.

- Fee is waived
- Fee is not waived (fee must be collected in advance of activity)

Signature, Building Principal*

date

Signature, WCDE Purchasing Agent*

date

* Agreement not valid until all three signatures are obtained
Original - maintained by WCDE Materials Supervisor
Copy 1 - maintained by Building Principal
Copy 2 - provided to applicant