



APPLICATION FOR COMMUNITY USE OF SCHOOL FACILITIES AND GROUNDS

APPLICATION FEE MUST BE SUBMITTED ALONG WITH APPLICATION FOR APPROVAL. ALL INFORMATION MUST BE FURNISHED BEFORE APPLICATION CAN BE PROCESSED. FEES MUST BE PAID TEN WORKING DAYS PRIOR TO SCHEDULED EVENT, MAKE CHECK PAYABLE TO THE SCHOOL, APPLICATION MUST BE FILED WITH THE SCHOOL PRINCIPAL NOT LESS THAN 15 WORKING DAYS BEFORE INTENDED USE.

1. School Requested (Name) Marshall High School
2. Activity Date(s) 9/30/07 11:00 am - 4:00 pm
3. Individual/Organization Northern Virginia Junior Catholic Youth Organization
4. Type of Activity Tennis matches for Elementary school students
5. Will you attend? Yes No
6. Name of Chaperones (one required for each 25 children) who have agreed to supervise this activity (list two): Team Coaches
7. Is organization a nonprofit type? Yes No
8. Is there a third-party contract/arrangement with a profit-making individual/organization? Yes No
9. Does the user collect fees? Admission: Adults \$ Children \$ Couples \$
Dues: Monthly \$ Annual \$
Donations \$ Advertisement \$
Others (specify) \$

10. NUMBER OF PEOPLE PROJECTED TO ATTEND: 30
11. Requirements (specify):
RENTAL: Auditorium, Cafeteria, Cafeteria w/Kitchen, Classroom(s), Gymnasium, Other
PERSONNEL: Activities Supv., Athletic Event Worker, Cafeteria Staff, Custodian, Faculty Supv., Financial Clerk, Maintenance Technician, Secretary, Sound Tech., Student Tech.
SPECIAL EQUIPMENT & SERVICES NEEDED

12. Addendum Attached? Yes No
13. Comments: Team coaches will be present in every match. Matches are Sunday's from Sep 23rd - Nov 11th from 11:00AM - 4:00PM for Six(6) courts
Submitted By: Ms. Mimi Sullivan, League Co-Commissioner, Date: 7/25/07

CALCULATION OF FEES BY SCHOOL PERSONNEL
1. RENTAL
a. Auditorium 0.00
b. Cafeteria 0.00
c. Cafeteria w/Kitchen 0.00
d. Classroom(s) 0.00
e. Gymnasium 0.00
f. Other 0.00
Subtotal \$ 0.00

2. PERSONNEL
a. Activities Supervisor 0.00
b. Athletic Event Worker 0.00
c. Cafeteria Staff 0.00
d. Custodian 0.00
e. Services/Cleanup 0.00
f. Faculty Supervisor 0.00
g. Financial Clerk 0.00
h. Maintenance Technician 0.00
i. Secretary 0.00
j. Sound Technician 0.00
k. Student Technician 0.00
l. Other 0.00
Subtotal \$ 0.00

3. SPECIAL FEES
a. 0.00
b. 0.00
c. 0.00
d. 0.00
Subtotal \$ 0.00
Total \$ 0.00
Late payment penalty fee 10% \$ 0.00
Attorney fee for collection 25% \$ 0.00

4. Application Fee? Yes No \$10.00
5. IRS Letter Submitted? Yes No Total \$ 10.00
6. Liability Insurance Policy? Yes No

Comments: NVJCYO Liability Insurance certificate is covered by group insurance from Catholic Dioceses of Arlington. File copy with Fairfax County Risk Management.
Office Use:
From: School (Signature of Principal, Date)
From: Community and Recreation Services (Signature, Date)
Signature of Coordinator, Date

\*Not applicable for Individuals
Note: When schools are closed because of inclement weather, all facilities use is cancelled. Users are responsible for notifying their membership.