



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) West Springfield High School
2. Activity Date(s) Building to be Open Building Closed
3. Individual/Organization Northern Virginia Junlor 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. Courts 1,2,3,4

For Office Use Only
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 Services/Cleanup 0.00
e. Faculty Supervisor 0.00
f. Financial Clerk 0.00
g. Maintenance Technician 0.00
h. Secretary 0.00
i. Sound Technician 0.00
j. Student Technician 0.00
k. 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: Copy of insurance liability is with Fairfax Risk Management Dept.
Submitted 9/7/07 Joste

The undersigned agrees to pay applicable fees above and certifies that he or she is familiar with, and will abide by, current FCPS Regulations 8420, Community Use of School Facilities, and the Regulations Governing Use of School Facilities listed on the reverse side of this application form. The undersigned shall be liable for any and all claims or damages resulting from use of the school facility, including but not limited to damage to School Board property by the user, and costs, fees and damages resulting from the user's failure to comply with any federal, state or local law, regulation or other requirement. The undersigned shall ensure the prompt and proper adjustment of all such claims.

Ms. Mimi Sullivan League Co-Commissioner 7/25/07
(Submitted By) (position) (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.