

Date Paid \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_  
Deposit # \_\_\_\_\_ Receipt # \_\_\_\_\_ Date Filled Out \_\_\_\_\_

**BARBOUR COUNTY BOARD OF EDUCATION**  
45 School Street  
Philippi, WV 26416  
(304) 457-3030

**REQUEST FOR USE OF BUILDINGS OR GROUNDS**  
School's Name: \_\_\_\_\_

Requested Facility (i.e. Gymnasium, Room #, Media Center) \_\_\_\_\_

Type of Group: \_\_\_\_\_ Educational \_\_\_\_\_ Political \_\_\_\_\_ Civic \_\_\_\_\_ Patriotic \_\_\_\_\_ Musical  
\_\_\_\_\_ Philanthropic \_\_\_\_\_ Social Development \_\_\_\_\_ Other

Type of Activity: \_\_\_\_\_

Date to be Used: \_\_\_\_\_ Possibility of Damage to Property: \_\_\_\_\_

Is Activity for Individual or Private Gain: ( ) Yes ( ) No

Will Supervision and Cleanup be Provided: ( ) Yes ( ) No

Will Services for Cook/Custodian be Required: ( ) Yes ( ) No

Will Admission be Charged: ( ) Yes ( ) No If Yes, Amount of Fee: \_\_\_\_\_

Time building will be used: \_\_\_\_\_  
Starting \_\_\_\_\_  
Ending \_\_\_\_\_  
Person Requesting: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

**---- SCHOOL ACTION----**

( ) Approved ( ) Disapproved

Amount of Fee to be Charged in Compliance with Policy 9400: \_\_\_\_\_

Comments: \_\_\_\_\_

PRINCIPAL'S SIGNATURE: \_\_\_\_\_

SUPERINTENDENT'S SIGNATURE: \_\_\_\_\_

**---- BOARD ACTION----**

( ) Approved ( ) Disapproved

Meeting Date: \_\_\_\_\_

Revised: 01/19/16

State Board Policy, 2422.5 prohibits the use of all tobacco products (cigarettes, chewing tobacco, snuff) on school property and during school related events.