



MAR 9 2022

BF-10/07

BY: ms REQUEST FOR USE OF FACILITY

MAR 9 2022 AM 9:09

SUFFOLK PUBLIC SCHOOLS

PLEASE TYPE OR PRINT (PRESS HARD)

SEND TOP TWO COPIES DIRECTLY TO THE SCHOOL/FACILITY REQUESTED 21 DAYS PRIOR TO FIRST DATE REQUESTED

Name of Organization MT. Suffolk
 Responsible individual Kael Wilkins
 Street Address 1602 Gunston Dr
 City Suffolk State VA Zip 23434
 Telephone: Office _____ Home 757(547-3388) Cell 757(335-0755)
 School/Facility requested Kings Creek High School
 Rooms or facility desired Auditorium
 Equipment needed None
 Other comments _____
 Name of program The Mount Suffolk Sunday Service
 Purpose of program Church Service
 Number of people expected 100 Admission fee or donation None

Date(s) needed ~~4-17-2022~~ 4-3-2022 to 8-4-2022
 Time from 7am-11am Time to _____
5/3/22 10/3/22

The above named individual/organization hereby makes application for use of said facility. I understand that the full rental fee and the estimated custodial, audio and cafeteria fees must be deposited no later than two (2) weeks before the first date requested and a final bill will be sent after each event. In the event of cancellation, written notice must be provided to the principal no later than the business day before the event, or the full deposit may be forfeited. I further understand that the Suffolk City School Board, its agents, successors and/or assignees, make no warranties, either expressed and/or implied, regarding the condition of property being used by the applicant. Also, the Suffolk City School Board, its agents, successors, and/or assignees, are not responsible for providing air conditioning, heating, special lighting, furniture set-up, or any other services whatsoever, in order to accommodate and/or facilitate the applicant's use of the facility, except that the Suffolk City School Board will provide limited custodial, cafeteria, and audio technician services, if applicable. The applicant shall assume full responsibility for any loss, damage, and/or injury to any person and/or property caused by applicant, its agents, assignees, guests, and/or invitees, while the property is being used by the applicant. Furthermore, the applicant agrees to hold Suffolk City School Board harmless from any claims, suits, and/or actions whatsoever and however caused, for injuries suffered by the applicant, its agents, assignees, guests, and/or invitees, while the property is being used. The applicant shall comply with all applicable rules and regulations of the Suffolk City School Board, which are incorporated herein by reference. The applicant also understands that the possession and/or use of alcoholic beverages is prohibited on all school property and the use of tobacco and tobacco products is prohibited in all buildings. For further information, call 925-6755.

Kala Applicant Signature Date 3/7/2022

*****SCHOOL BOARD USE ONLY*****

PRINCIPAL Approved Disapproved

Comments _____
 Estimated additional hours: Custodial _____ Audio Technician _____ Cafeteria _____
 Signed De Byrd Date 3/7/22

FACILITIES DEPARTMENT Approved Disapproved

Comments _____
 Signed _____ Date 3-9-22

FINANCE DEPARTMENT Rental Fees \$ 400 - 33
 Custodial Fee Estimate _____
 Audio Technician Fee Estimate _____
 Cafeteria Fee Estimate _____
 Total Deposit Due \$ 400 PER USE

REMIT PAYMENT TO: SUFFOLK PUBLIC SCHOOLS
 P.O. Box 1549
 Suffolk, Virginia 23439-1549
 Attn: Finance Department

Signed Anthony Hinds NO LATER THAN Date 4/09/2022