



# Application Form for Use of Millwood School Facilities

15100 Millwood School Lane  
Midlothian, VA 23112  
804-639-3200

September 2007

The Application Form for Use of School Facilities must be completed fully and submitted to the school office at least 16 days prior to the anticipated use of the facility. The applicant is to read and sign the attached copy of the School Regulations which is a part of this application. Upon approval of the application, a deposit is required. The deposit shall include a \$100 refundable security deposit as well as a deposit equal to 50% of the rental fee. The remaining 50% is due and payable on or before the date of usage. For information or assistance concerning the use of school facilities, please contact the Associate Head of School, Betsy Latham.

1. Date application submitted: \_\_\_\_\_
2. Name of Organization Applicant Represents: \_\_\_\_\_
3. Address of Organization: \_\_\_\_\_  
(Street)  
\_\_\_\_\_  
(City, State, Zip)
4. Name of Applicant: \_\_\_\_\_
5. Address of Applicant: \_\_\_\_\_  
(Street)  
\_\_\_\_\_  
(City, State, Zip)
6. Applicant's Phone Numbers: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_
7. Facility Request(s):  
\_\_\_\_\_ Cornerstone Gymnasium      \_\_\_\_\_ Robinson Hall  
\_\_\_\_\_ Classroom(s)                      \_\_\_\_\_ # of rooms needed  
\_\_\_\_\_ Flannagan Field                      \_\_\_\_\_ Other
8. Date(s) of use: \_\_\_\_\_ Time: \_\_\_\_\_  
\_\_\_\_\_ Time: \_\_\_\_\_  
\_\_\_\_\_ Time: \_\_\_\_\_  
\_\_\_\_\_ Time: \_\_\_\_\_  
\_\_\_\_\_ Time: \_\_\_\_\_

9. Describe fully the nature of program to be conducted:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Anticipated number of participants? \_\_\_\_\_

11. Please describe food or drink that will be served. \_\_\_\_\_

\_\_\_\_\_

12. Specific Needs - Would also like to rent: (Fees will be discussed)

- \_\_\_\_\_ Number of Chairs
- \_\_\_\_\_ Number of Tables
- \_\_\_\_\_ Locker Rooms
- \_\_\_\_\_ Sound System
- \_\_\_\_\_ Piano
- \_\_\_\_\_ Overhead Projector & Screen
- \_\_\_\_\_ Slide Projector & Screen
- \_\_\_\_\_ Kitchen
- \_\_\_\_\_ TV/VCR
- \_\_\_\_\_ Other - Please specify \_\_\_\_\_

13. Rental fee(s): **\$80/hour for Robinson Hall, or gymnasium**  
**\$40/hour for each classroom or field**

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**For Office Use Only**

\_\_\_\_\_ (\$100 Security deposit + 50% rental) \_\_\_\_\_ Date Rec'd  
\_\_\_\_\_ Rec'd By

\_\_\_\_\_ (Balance due before use) \_\_\_\_\_ Date Rec'd  
\_\_\_\_\_ Rec'd By

\$100 Security deposit refunded \_\_\_\_\_ Date Refunded  
\_\_\_\_\_ Refunded by



## Rules and Regulations Pertaining to the Use of School Facilities

1. The person signing the application and his/her organization will be held responsible for any damage to the building, furniture, and equipment arising as a result of the use of the premises by the Organization, including its members, guests and related parties (e.g. caterer).
2. No facility may be considered as reserved until the written application and deposit have been received by the school.
3. Smoking is not permitted in any school building or on school property.
4. No alcoholic beverages shall be permitted in school buildings or on school grounds.
5. The organization using the facility will be expected to leave the facility ready for service the next day: clean, neat, tidy and all trash removed and taken to dumpster.
6. Any re-arrangement of school furniture or equipment must be done by the group using the building, but only after securing permission. An additional charge will be levied for the use of audio visual equipment.
7. Food and drink may only be served in designated areas with prior approval; and only non-marking athletic shoes may be worn on the court.
8. The use of profanity is prohibited.
9. The Applicant and the Organization represented shall indemnify and hold harmless Millwood School, its agents and employees from all liability and responsibility for any injury, damage or loss sustained by the Applicant, the Organization and any person as a result of or with respect to or in any way connected with the use of the School's facilities and premises. Proof of liability insurance coverage will be requested and must accompany the application. A certificate of Insurance from your vendor will be sufficient.
10. Before leaving, the Organization must: check restrooms to be sure that the water and lights are off and toilets have been flushed; turn off all lights; close and lock all doors; note and report immediately any damage and/or infractions of the above rules and regulations to the Millwood official in charge.
11. Organization participants agree to abide by the supervision of, and enforcement of the above Rules and Regulations by, Millwood employee(s) or agents who may be present during rental periods. Failure to do so may result in not being allowed to rent the facilities again.
12. The person signing the application will read and sign the attached Parking Policy.

*The undersigned applicant represents that he/she has read and understands the above rules and regulations. Applicant further warrants that he/she is an officer or authorized agent of the Organization listed on the attached application and applicant has been duly authorized by said Organization to complete the application and agrees to the above terms on behalf of the Organization.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Millwood School Representative

\_\_\_\_\_  
Date



## **Parking Information**

We hope that your rental of our facility will be enjoyable. Please note that the parking for Robinson Hall is the gravel lot on the west side of the campus and either of the paved parking lots. Parking closest to the gymnasium is the paved lot to the right just as you enter the campus. The parking areas are lighted at night. Please use the area near the entrances to Robinson Hall or the gymnasium for drop off and/or pick-up only. Parking around Robinson Hall is available for handicap-identified cars only.

The road that circles Robinson Hall is intended for emergency vehicles. Parking on that road would hinder any rescue efforts should they be required. Thus only handicap parking is permitted near the west entrance of Robinson Hall.

We cannot ask strongly enough that this request is observed. Should you any questions regarding this, please contact Betsy Latham, Associate Head, at 639-3200. Thank you.

***On behalf of the organization renting Millwood School's facilities, I agree to inform participants of this parking policy and enforce it to the best of my ability.***

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Signature of person signing rental agreement

Date

Thank you