



# DISTRICT OF COLUMBIA PUBLIC SCHOOLS APPLICATION TO USE FACILITIES

This form must be received in the Real Estate Office at least twenty (20) working days prior to the proposed use. For more information, call the Real Estate Office on (202) 442-5199. The Principal's approval is needed prior to submitting this application to the Realty Office.

**DATE OF APPLICATION:** August 21, 2014      **FACILITY REQUESTED:** Soccer Field at Woodrow Wilson High School

**NAME OF USER/ORGANIZATION:** Washington Area Women's Soccer League (WAWSL)

**AUTHORIZED CONTACT:** Annie Miller, Commissioner (WAWSL)

**ADDRESS:** 1661 Park Rd NW #204      **TELEPHONE:** 585-314-9889  
Washington DC, 20010      **FAX:** \_\_\_\_\_

**DESCRIPTION OF PROPOSED USE: (Attach a brochure, flyer, etc. describing your activity.)**

Our league will use the field for our adult women's soccer games. Games will be held on the Wilson HS turf field during the hours listed in the attached invoice. The games are 11v11, full-field games and a crew of three referees will be present at all games. For more information about WAWSL, please visit [www.wawsl.org](http://www.wawsl.org).

**Check if applicable to proposed use.:** More than 100 persons expected to attend: \_\_\_\_\_ Handling of money: \_\_\_\_\_

**Specific Area Requested:** Auditorium \_\_\_\_\_ Gymnasium \_\_\_\_\_ Stadium X (Soccer Field @ Wilson HS) Armory \_\_\_\_\_  
Cafeteria \_\_\_\_\_ Kitchen \_\_\_\_\_ No. of Classrooms \_\_\_\_\_ Other \_\_\_\_\_

Period of Requested Use:	Hours From...To	Days Mon-Sun	Dates Month/Day/Year
	<u>12:30pm - 6pm</u>	<u>Saturday</u>	<u>9/20; 10/4; 10/11; 10/18; 11/1</u>
	<u>10:15am - 3:45pm</u>	<u>Saturday</u>	<u>9/13</u>
	<u>10:15pm - 1:15pm</u>	<u>Saturday</u>	<u>9/27</u>
	<u>8am - 11am;</u>	<u>Saturday</u>	<u>10/25</u>
	<u>IF NEEDED</u>	<u>Saturday</u>	<u>11/8 &amp; 11/15</u>
	<u>FOR MAKEUPS</u>		

**Type of User:**

<b>Public School Related:</b>	<b>Non-Public School Related:</b>
____ PTA or HSA	____ Religious Organization
____ DCPS Program or Activity	<u>X</u> Non-Profit Group
____ Other _____	____ Other _____

How is the program funded? DCPS \_\_\_\_\_ Grant \_\_\_\_\_ Other X  
Is the Staff paid? \_\_\_\_\_ or volunteer? X Is there a charge to the participants? Yes X No \_\_\_\_\_

User Signature:

Date: Aug 21, 2014  8/22/14

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**NOTE: All Users must immediately vacate the premises, as a result of a court order, construction, or inclement weather. This agreement may be cancelled with a thirty (30) day notice for the convenience of the School System.**

**INSURANCE INFORMATION:**

The following information must be accurate. (False information will be cause for immediate termination of the agreement.)

Name of Insurance Company: TBD  
 Policy Number: \_\_\_\_\_ Coverage: \_\_\_\_\_  
 Name and Telephone no. of Insurance Agent: \_\_\_\_\_

All users must sign an Indemnification Form, after approval of the use application by the Real Estate Office as necessary. This form plus a copy of the User's Insurance Certificate must be submitted to the Real Estate Office at least forty-eight (48) hours prior to entering the building.


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**For DCPS Real Estate Office Use Only** **Calculated by:**

REQUESTED USE	Fee	No. Rooms	Daily/Monthly	Days/Months	Total Cost
Auditorium	_____	_____	_____	_____	_____
Gymnasium	_____	_____	_____	_____	_____
Classroom(s)	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____

PERSONNEL	Name/Grade	Hourly Rate	Hours	Daily Cost	No. of Days	Total Cost
Custodian-1	_____	_____	_____	_____	_____	_____
Custodian-2	_____	_____	_____	_____	_____	_____
Custodian-3	_____	_____	_____	_____	_____	_____
Engineer	_____	_____	_____	_____	_____	_____
Repairman	_____	_____	_____	_____	_____	_____
Security	_____	_____	_____	_____	_____	_____
Food Service	_____	_____	_____	_____	_____	_____

**CONTINUOUS USERS**

Pro-Rated Rental Fee	Cost/Sq. Ft. Per Day	No. Sq. Ft.	No. Days	Total Cost
Schedule A	\$.024	_____	_____	_____
Schedule B	.007	_____	_____	_____

DCPS Signatures	RECOMMEND	APPROVE	DISAPPROVE	DATE
PRINCIPAL/FACILITY ADMINISTRATOR AJIBADE DA SILVA ADMINISTRATIVE OFFICER				8/22/14
REALTY OFFICER				
SUPERINTENDENT/DEPUTY/ASSISTANT				

DCPS Signatures