

Staff Responsibility / Custodian Overtime Waiver Form

The following JCPS staff person(s) will be present to supervise/oversee the following event:

Organization Name:	
Event description:	
Building:	
Room:	
Date(s):	Time(s):

One or more of the following JCPS staff persons will be present at all times as long as the above group is in the facility, or the organization will have to pay for custodian overtime fees. Note: This does not exempt them from appropriate facility rental fees.

Printed/typed Name(s)	Signature(s)	Date(s)

Please Note: A JCPS staff member from another building may oversee the above event, but this must be approved by the Building Principal.

Principal's Signature