

APPLICATION FOR USE OF SCHOOL FACILITIES

DATE OF APPLICATION: _____

SUBJECT TO AVAILABILITY REGARDING SCHOOL FUNCTIONS

Certificate of Insurance MUST be filed with the Board of Education prior to a Permit being issued

The _____ requests the use of _____

ORGANIZATION

Date(s): _____ Time from _____ AM to _____ AM
PM to _____ PM for the

purpose of: _____

Number of people expected: _____ Will admission be charged? _____ Admission: _____

What school facilities are needed? _____

What equipment will be required? Chairs _____ Tables _____ Piano _____ PA System _____ Lights _____

Kitchen Facilities _____ Audio Visual _____ Speaker Stand _____ Other _____

Will special Custodial Services be required? Yes _____ No _____ (Check fee schedule) If this organization is school related and requests use of the facility at no charge, please submit in writing reason(s) for this request.

1. POLICE AND PARKING ATTENDANTS SHOULD BE ARRANGED DIRECTLY BY SPONSORING GROUP (EXCEPT SCHOOL CONNECTED ORGANIZATIONS).
2. PERSON IN CHARGE OF FUNCTION MUST INSURE THAT ALL ACCESS ROUTES TO IMMEDIATE LOCATION OF THE ACTIVITY ARE KEPT OPEN FOR EMERGENCY VEHICLES.
3. SMOKING IS NOT PERMITTED ON SCHOOL PROPERTY.
4. ALCOHOLIC BEVERAGES ARE NOT PERMITTED ON SCHOOL PROPERTY.
5. FOOD AND DRINKS ARE TO BE CONSUMED ONLY IN THE CAFETERIA.
6. ACCESS TO ANY PARTS OF THE BUILDING OTHER THAN THOSE SPECIFIED IN THE PERMIT IS NOT ALLOWED.
7. ORGANIZATIONS WISHING TO USE THE HIGH SCHOOL AUDITORIUM MUST HAVE AT LEAST ONE EMPLOYEE TO SUPERVISE THE USE OF THE LIGHTING PANEL. CONTACT THE HIGH SCHOOL AT 838-5500.

The organization hereby agrees to and accepts, if granted, the privilege to use the facilities requested and the regulations set forth in this application.

SIGNATURES OF OFFICIAL _____ PERSON IN CHARGE _____

ADDRESS: _____ PHONE NUMBER _____

I certify the above described facility will not be required for school use during the time requested.

Building Principal

Athletic Director (when requesting PRM/HS fields or gym)

Superintendent

Board Secretary/Business Administrator