

OLD ORCHARD BEACH SCHOOL DEPARTMENT

Application for use of SCHOOL FACILITIES

Number of people anticipated for event _____ Today's Date: _____

Name of Organization: _____

Describe your organization, if you have never used our facilities before: _____

Name of School Building/ground requested _____

Specify facilities needed (be specific): _____

Staff/Equipment Needed:

Janitor ____ Police ____ P.A. System ____ Lights ____ Tables ____ Chairs ____

Special set-up** ____ Other: _____

Date(s) facilities needed _____

Preparation time: From _____ to _____ on _____ 20 _____

Activity time: From _____ to _____ on _____ 20 _____

Clean up time: From _____ to _____ on _____ 20 _____

Describe the event that will take place: _____

Name of Requester (Please print) _____ Title _____

_____ Address _____

Phone _____

Signature of Requester _____ By signing this request form, I agree to abide by all District Policies and regulations as defined in the "Agreement for use of School Buildings, Property or Equipment".

Approved Not Approved:

_____ Building Principal _____ Date _____

_____ Athletic Director _____ Date _____

_____ Director of Maintenance _____ Date _____

_____ Supt. of Schools _____ Date _____

Rental Fee (if applicable) \$ _____ Custodian/Kitchen staff \$ _____ *Insurance required? Yes ____ No ____

Yes ____ No ____ You must appear before the School Committee Special fees? Yes ____ No ____ \$ _____

NOTE:

Some requests will require School Committee approval and a representative of your organization should attend the meeting.

*** Certain events might require special liability insurance to be obtained by your organization. A copy of the certificate of insurance must be presented to the School Department prior to final approval.**

**** If special set-up required, please illustrate on back of form.**

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