

THOMASTON PUBLIC SCHOOLS
Thomaston, Connecticut

REQUEST FOR USE FORM

REQUEST

The _____ requests permission to use _____ at _____
(organization) (specific facility) (school)
on _____ from _____ to _____ for _____
(date) (time) (time) (purpose)

It is estimated that approximately _____ persons will attend this function.

Applications are to be returned to the office of the school to be used and forwarded to the office of the Superintendent of Schools.

It is understood by the organization granted use of the school facilities, that it will abide by the Rules and Regulations pertaining to school facilities, and in the event the school finds need of the facilities on the date stipulated, permission may be revoked.

Name of Organization Official (who will be present during event)

(Signature of Organizational Official applying) (telephone number) (address)

ACTION TAKEN ON APPLICATION (FOR OFFICE USE ONLY)

Permission Granted Permission Denied Application Tabled

Rental Fee _____ Custodian fee \$ _____

Processing fee/\$1 per hr. _____ Policeman required _____ Fireman required _____

Indemnification form provided Bond provided Certificate of Insurance provided

Other conditions: _____

School Principal

Date

Superintendent or Designee

Date

CUSTODIAN'S REPORT (A check of the facilities of the school after its use by the above organization)

Satisfactory Unsatisfactory

(Custodian's Signature)