

## Facilities Use Application

Date of Use \_\_\_\_\_

Time to Enter Building \_\_\_\_\_ Time to Leave Building \_\_\_\_\_

Building to be Used \_\_\_\_\_

Name of Group \_\_\_\_\_ Number in Group \_\_\_\_\_

What Type Of Activity (be specific) \_\_\_\_\_

\_\_\_\_\_

A Certificate of Insurance has been provided: \_\_\_\_ Yes \_\_\_\_ No

The applicant further agrees to pay a fee for the following:

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Total Fee \$ \_\_\_\_\_

**By signing this application, the person whose signature appears below signifies that he or she is responsible for the group and will see that the buildings are not misused, that groups have proper adult supervision, and that the building grounds are used in conformity with the rules and regulations of the Board of Education. It is hereby also understood that school activities have priority for the use of any building. This applies even in cases where some groups have requested the use of the building at a certain hour for several weeks; any school activity that must be scheduled has priority on the use of the building. In all cases the building principal will make the final decision concerning scheduled building activities.**

**An assigned school employee shall be present in the building at all times during the period of use. The Board of Education will pay for all services out of the total fee charged for use of the facility. I have been furnished and agree to abide by all provisions of Manchester City School Board of Education policy EBH.**

I do hereby agree that I will be responsible for the proper use of the \_\_\_\_\_ building; and, if there are any damages accruing from this use, I will be responsible for payment of such damages.

\_\_\_\_\_  
*Date of Application*

\_\_\_\_\_  
*Signature of Person Responsible for Arrangements*

\_\_\_\_\_  
*Address of Person Above*

\_\_\_\_\_  
*Telephone Number*

\_\_\_\_\_  
*Signature of Principal*

**ONE COPY TO : ORGANIZATION  
ONE COPY TO: PRINCIPAL FILE  
ONE COPY TO: ADMINISTRATION BLDG  
ISSUED 03/12/02**