PERMIT FOR THE USE OF SCHOOL PROPERTY

This form and insurance liability certificate must be submitted a minimum of ten (10) days prior to the requested building use for processing. The building cannot be used without prior approval.

Name: _____ Organization: _____

Facility Requested: _____ Type of Event: _____

Date(s) Requested: _____ Hours of Event: _____

Time(s) building access required (set-up/practice): _____

Is there to be any charge for participants? _____ If yes, who/what benefits from these funds: _____

_____

List any and all facilities and/or equipment needed (kitchen, microphones, tables, podium, etc.): _____

_____

The undersigned recognizes the Board of School Trustees is obligated to the whole public for protection, proper use, and supervision of public school property; that such property is never for "rent" in the sense that commercial buildings and equipment are available; that school property cannot be used indiscriminately by individuals or small segments of the population - even when expense fees are paid; that school facilities must be in complete daily readiness for their designated functions of educating school children.

The undersigned has read and fully understands the rules, policies, and regulations governing the use of these facilities and agrees to abide by same and be responsible for any damage to the school property due to such occupancy and to strictly observe the rules and regulations of the Board of School Trustees relative to the use of such facilities.

The undersigned has either been recognized by the Board of School Trustees as a school sponsored team or feeder program team or has attached a copy of approved insurance liability in the amounts specified by policy.

_____ _____ _____
Signature Date Organization

_____
Address

_____
List all contact numbers and e-mail

Policy Specified Charges: _____

Total: $_____

_____
Principal Date Administrative Assistant Date

5/14/12