

THOMASTON PUBLIC SCHOOLS
FACILITY USE REQUEST FORM
District Employees/School Sponsored Events

The Thomaston Board of Education is committed to engaging our students and community; and therefore, wish to encourage facility use which includes Thomaston students and/or draws our community to our schools and facilities. Our goal is to ensure that access is relatively simple and as flexible as possible. At the same time, for both safety and logistical reasons, there exists a real need for administration, central office staff, and our custodial team to know when a facility space is occupied and by whom.

School Clubs, Activities, and Athletics

This form may be used by district employees and for district-sponsored events only. District-sponsored events are supervised by a district employee, serve primarily students attending our schools, and **do not** generate revenue for personal gain.

Guidelines and Instructions:

- In-house building requests do not require the superintendent’s approval. The Principal or Asst. Principal may grant approval to district employees who request facility use exclusively for Thomaston students and school sponsored events.
- Fully complete and submit a Facility Use Request Form to the Head Secretary of the school overseeing the space requested for use. In-house personnel may submit a request for facility use up to 24 hours prior to the planned event. If a shorter notice is necessary, permission may be granted directly from administration.
- All activities shall be included on the school calendar, with the exception of athletic team’s practices.
- Modifications to your Building Use Request Form may be made by notifying your direct supervisor and the head secretary of the facility requested for use.
- Multiple dates/times: In-house organizations may identify a broad set of dates and times, but we ask that the information provided be specific enough to ensure that first responders may determine whether a building space is in use, should an emergency situation arise. For requests exceeding two (2) dates, please attach a full schedule of dates and times to the Facility Use Request Form upon submission.
- It is the responsibility of the applying agent to determine whether or not police or fire personnel are required to be present at the event.
- Please leave the space clean and ready to be used for its typical use. Damage should be reported immediately to the custodial staff.

If this event is an afterschool, THS (2:20 P.M.), TCS (3:00 P.M.), BRS (3:10 P.M.), please note the following information below.

In the event of an after school emergency the event supervisor, as indicated on the building use form, will follow the protocol outlined below:

1. Call 911 or emergency personnel
2. Notify custodial staff on duty. Custodial staff will notify administration and make sure emergency personnel can access areas of the building.

Thomaston H.S. Custodian District Mobile# 203-802-7264
Thomaston Center School Custodian District Mobile# 203-802-4801
Black Rock School Custodian District Mobile# 203-802-4807

I understand the guidelines, instructions and responsibilities as event supervisor.

_____ Date: _____
Event Supervisor Signature

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Date Application Submitted: _____

Organization/Individual requesting BoE controlled facility use: _____

Applicant Information:

Event Supervisor Information:

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

(Must be accessible at this number during the event)

Thomaston High School
 860-283-3030 (Phone)
 860-283-3034 (Fax)

Thomaston Center School
 860-283-3036 (Phone)
 860-283-3048 (Fax)

Black Rock School
 860-283-3040 (Phone)
 860-283-3043 (Fax)

Space (location, room, indoors/outdoors): _____

Date #1: _____	Actual time of facility use: _____	From: _____	To: _____
		(Time)	(Time)
	Actual time of event: _____	From: _____	To: _____
		(Time)	(Time)
Date #2: _____	Actual time of facility use: _____	From: _____	To: _____
		(Time)	(Time)
	Actual time of event: _____	From: _____	To: _____
		(Time)	(Time)

**For more than two dates, attach a calendar.*

Purpose of this event: _____

It is estimated that approximately _____ persons will attend this function. **If persons attending this event exceeds 100, Thomaston Fire, Police, and EMS must be notified of the event*

Police Officer Required _____

Firefighter Required _____

 Signature of Agent Applying

ACTION TAKEN ON APPLICATION
 (OFFICE USE ONLY)

Permission Granted

Permission Denied

Application Tabled

Conditions: _____

 Athletic Director

 Signature of Principal

CUSTODIAN'S REPORT
 (Inspection of the space after facility use)

Satisfactory

Unsatisfactory (Complete 1330 Appendix C)

 (Signature of Custodian)

 (Date)

Cc: Superintendent of Schools & Head Custodian