

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)		
<input type="checkbox"/> Permission Granted	<input type="checkbox"/> Permission Denied	<input type="checkbox"/> Application Tabled
Rental Fee _____	Custodian fee \$ _____	
Processing fee/\$1 per hr. _____	Policeman required _____	Fireman required _____
<input type="checkbox"/> Indemnification form provided	<input type="checkbox"/> Bond provided	<input type="checkbox"/> Certificate of Insurance provided
<i>Other conditions:</i> _____		
_____ <i>School Principal</i>		_____ <i>Date</i>
_____ <i>Superintendent or Designee</i>		_____ <i>Date</i>
CUSTODIAN'S REPORT (A check of the facilities of the school after its use by the above organization)		
<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory	_____
<i>(Custodian's Signature)</i>		