

USE OF SCHOOL FACILITIES
REGIONAL SCHOOL UNIT # 22

_____ wishes to use the _____
Name of Organization Name of School

On _____ from _____ to _____
Date of event

For the purpose of _____

Person making request _____
Gymnasium _____
Cafeteria/Stage _____
Kitchen _____
Classroom _____
Other _____

Address _____

Phone numbers _____

Comments _____

_____ Date

_____ Building Principal's Signature

This request is approved _____ disapproved _____ with the following charges and/or

Stipulations: _____

Total cost: _____

_____ Signature of Superintendent of Schools

OFFICE USE

Invoice Sent _____ Fee paid _____ Initials _____

Date

RELEASE

In consideration of the use of premises of RSU #22, and specifically those as premises defined as:

_____ the undersigned, acting for or on behalf of (Name of Group/Organization, Individual) _____ hereby releases RSU #22, its officers, directors, and employees from any and all liability arising from, or associated with the existence of hazards of the buildings or premises, including the ways immediately adjoining and parking lots, and any and all liability associated with the activities or operations which are to be conducted by or on behalf of the above names individual, group, or organization.

NOTES: 1) Requesting organizations must obtain \$1,000,000 general liability insurance policy.

2) Please obtain certificate of insurance indicating policy coverage and stating that RSU #22 is an additional insured regarding use of facilities by (organization) _____ for the purpose of (event) _____ on (date) _____

_____ Date

By: _____

Title: _____

LEROY H SMITH ELEMENTARY

SCHOOL USE REQUIREMENTS

Welcome to Smith School! We are pleased to share our wonderful facility with you. The following points have been established for the use of our school. They **MUST** be adhered to.

- Upon entering school the night custodian must be alerted
- Children must be supervised at all times
- Tables and chairs must be requested before hand
- Only use areas that were selected on the "Use of School" form, NO other areas of the school should be accessed (except bathrooms)
- Check bathrooms and used areas for trash/mess before leaving
- Clean up all personal items
- NO staples are to be used in the walls
- Kitchen area and P.E. closet will be locked unless previous arrangements have been made
- Damage repair will be the responsibility of the borrower

Above all, ***BE RESPECTFUL!*** Our school is cleaned on Friday nights prior to the weekend. There will be NO custodian until the following school day. Our staff works very hard to keep our school in great condition, please return the borrowed space as you found it.

If you need a custodian for your event, it is the requesting organizations responsibility to pay for the service (unless otherwise decided by administration and organization).

Thank you,

Dawn Moore, Principal