

CANDIA SCHOOL DISTRICT
APPLICATION FOR USE OF SCHOOL FACILITIES

(4/03.1)

The undersigned, along with accepting responsibility for the actions, safety, and supervision of participants, spectators, etc. particularly minors involved in the activities, also accepts the responsibility to see that all rules regulating the use of facilities are followed and be responsible for any damages and/or claims of damages resulting from its use. Payment of fees, if any, should be made to the Treasurer – Candia School District and included with this application in the form of a money order or check.

The Candia Moore School facilities will be needed on the following date(s):

EXAMPLE: Date: 9/6/11 Event Setup Time: 6:30 Time of Event: 7:00 Event Breakdown Time: 9-9:30pm

Date: Event Setup Time: Time of Event: Event Breakdown Time:

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** Please attach a schedule if more than three dates are requested.

Organization (if any) requesting facilities:

Event:

Signature of Authorized Representative: Print Name:

Address:

Telephone: Today's Date:

Alcoholic beverages and smoking are prohibited on school property. Violations of either of the above will be cause for suspension of the organization's school use privileges.

Defibrillator is located by the public telephone (near gym)

Facilities being requested:

- Gymnasium
Classroom(s)
Library
Music Room
Conference Room
Fields
Kitchen

Equipment being requested:

- Kitchen Equipment
Cleaning Equipment
Cafeteria Tables
Chairs
Microphones
Other

School Sign requested:

Date to be posted
Wording for sign

Services requested:

- Opening/Closing of the building
Custodian for security
Custodian to set up
School lunch personnel*

*If the kitchen equipment is to be used, school lunch personnel will be needed to supervise.

Security Deposit Required

Fees Due: Fees Received: Total Cost:

Maintenance Director Approval: Date:

Administrative Approval: Date: