

**REGIONAL SCHOOL DISTRICT #10**  
**APPLICATION FOR USE OF FACILITIES/ATHLETIC FIELDS**

*This form to be submitted 30 days prior to requested date of use.*

Today's Date:

Name of organization requesting use:

Building requested (use drop down menu to select):

Facilities to be used:

Athletic Field      Auditorium      Gym      Cafeteria      Kitchen

Other (explain):

**No food or drink allowed in the Media Center or the Instrumental Music Room.**

Special equipment needed:

Date(s) requested:

Start time:

End Time:

Purpose of meeting:

Proceeds devoted to:

Admission charge:

#Expected:

Individual responsible for supervision:

Name:

Address:

Phone:

***It is understood and agreed that the regulations of the Board of Education, and Regional School District #10, are to be strictly complied with, and the undersigned assumes full responsibility for any damage to, or loss of property of Regional School District #10 in consequence of the use described above. The undersigned further agrees to pay promptly such charges as may be made for the use of facilities and/or damage without inconvenience or expense to the Board of Education.***

Individual completing form:

Name:

Address:

Phone:

Email:

Signature: \_\_\_\_\_

(must be submitted with original signature)

**For Regional School District 10 use only**

**APPROVAL**      Use of building/field is granted

Services required:

Custodian will be in attendance

Cafeteria supervisor will be in attendance

Police service is required

Total Fees:

Insurance certificate required:      Yes      No

*(Insurance certificates must be obtained prior to approval of use by any formal non-related school group, club, or organization that will engage in any athletic or hazardous activity, or any activity that would involve spectators or large number of participants.)*

Comments:

Date:

School Principal's signature: \_\_\_\_\_

Date:

Building & Grounds Supervisor signature: \_\_\_\_\_