

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

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

_____, 20_____

Name of organization requesting use: _____

Building requested: _____ Lake Garda _____ Harwinton Consolidated
 _____ Har-Bur Middle _____ Lewis Mills H.S.

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: _____ Hours: _____

Purpose of meeting: _____

Proceeds devoted to: _____ Admission charge: _____ # Expected: _____

Individual responsible for supervision: _____
 Address: _____
 Phone: _____

It is understood and agreed that the regulations of the Board of Education, 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 damages without inconvenience or expense to the Board of Education.

Individual completing form: _____
 address: _____
 phone: _____
 signature: _____
 Email Address: _____

APPROVAL Use of building/field is granted: _____
Services required: _____ Custodian will be in attendance
 _____ Cafeteria supervisor will be in attendance
 _____ Police service is required

Fees: _____

Insurance certificate required: _____

Insurance certificates must be obtained prior to approval of use by any formal non-related school group, club, or organization. The certificate of liability insurance must name Regional School District #10 as an additional insured with limits no less than \$1,000,000.

Comments: _____
Date: _____ School Principal's signature: _____
Date: _____ Buildings & Grounds Supervisor's signature: _____