

**APPLICATION AND PERMIT FOR USE OF SCHOOL FACILITIES**

1. Requesting Organization/Sponsor Group: _____		Date submitted: _____
2. School/Facilities Requested: <i>(circle one)</i> High School      Middle School      Center School      Memorial School		
Type of Space Required (Cafeteria, Gymnasium, Classrooms, etc.): _____		
Custodial or Cafeteria Staff Required _____		
Organizations may be required to show proof of insurance to cover a minimum liability of \$1,000,000 for personal injury unless waived by the Board of Education and/or the Superintendent of Schools.		
3. Please be sure to check any equipment you anticipate needing. Equipment <u>will not</u> be provided the day of the event unless indicated here. Equipment fees may be assessed:		
_____ Microphones	_____ Other A.V. Equipment	Any additional requests: _____
_____ Lighting	_____ Extension Cords	_____
_____ Piano	_____ Projection Equipment	_____
_____ Tables		_____
4. Date(s) of use: _____		Long-term use of Facility:
Times: <i>(including set-up and break down)</i> From: _____ To: _____		Day of the Week: _____
		Times: <i>(including set-up and break down)</i> From: _____ To: _____
5. Approximate number of persons to use facilities: _____		
6. Reason(s) for event: _____		
7. Is an admission fee to be charged, collection to be taken or goods sold? _____		
8. If so, state purpose of funds collected. _____		
<b><u>The Board of Education reserves the right to reject any or all requests when such action is deemed in the best interest of the school district. This is only an application. A contract will be sent when the event is approved.</u></b>		
All applicants for use of school facilities shall hold the East Hampton Board of Education free and without harm from any loss or damage liability, or expense that may arise during the use of the building or be caused in any way by such use or occupancy of school facilities.		
Organization: _____	Phone: _____	
Address: _____	Date: _____	
Name of Contact for Organization: _____	Phone: _____	
<i>(Please print or type)</i>		
For Administrative Purposes Only:		
Facilities/Services Requested	Availability—Possible Dates and Times	
Signature of School Principal: _____	Date: _____	