APPLICATION FOR SCHOOL BUILDING USE

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date: |  | | | | | | |  | | | | | | | | |
| Name of Organization: | | | | |  | | | | | | | | | | | |
| Type of Organization: | | | | | School Group  School Support Group  Service Group  Other | | | | | | | | | | | |
| Name of Person Responsible: | | | | | | |  | | | Email: |  | | | | | |
| Address: | |  | | | | | | | | | | | Phone: |  | | |
| Activity of Organization  within the Building: | | | | | |  | | | | | | | | | | |
| Date Requested  for School’s Use: | | |  | | | | | | Time  Opening: |  | | am  pm | Time  Closing: | |  | am  pm |
|  | | | |  | | | | | Event Start: |  | | am  pm | Event End: | |  | am  pm |

Facilities Desired:

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Kitchen: | | | | Junior High Gym: | | | | Field House: | | | |
|  | Stove | | |  | Stage | | |  | Community Room | | |
|  | Oven | | |  | Floor | | |  |  | | Sound Equip. |
|  | Dishwasher | | |  | Sound Equipment | | |  | Gym | | |
|  | Pans, Utensils, etc. | | |  | Locker Rooms | | |  |  | | Sound Equip. |
|  | Refrigerator | | | High School Gym: | | | |  | Batting Cage | | |
|  | Freezer | | |  | Bleachers | | |  | | | |
|  | Serving Line | | |  | Sound Equipment | | |  | | | |
| Cafeteria | | | |  | Locker Rooms | | |  | | | |
|  | | Stage  Sound Equipment | | | | Board of Education Room (’99 building) | | | | | |
| Other: | | |  | | | Media Center (new building) | | | | | |
| Grounds or Athletic Fields (Describe): | | | | | | Computer Lab | Location: | | |  | |
|  | | | | | | Classroom(s) | Location: | | |  | |

Personnel Needed: (Office Use Only)

|  |  |  |  |
| --- | --- | --- | --- |
| Custodian | | Charge | No Charge |
| Cafeteria Personnel | | Charge | No Charge |
| Others: |  | Charge | No Charge |

I, as the signing person, hereby agree to abide by all the Newton School Board Policies and School Rules and Regulations as delineated on the attached sheets. I also agree that the group named hereupon shall pay for all fees, personnel costs, and any and all damages to any school property accessible to the group while the group is using the facility. I also agree that the group named hereupon agrees to indemnify and HOLD HARMLESS the Newton Local Board of Education and their agents and employees from all liability, claims, damages, or costs, for, or arising out of our groups activities whether it be caused by the negligence of the group or the Newton Local Board of Education or either party’s agents or employees, or otherwise.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FOR SCHOOL USE ONLY** Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Request Granted  Request Denied Reason for Denial:

Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Twenty Dollar Deposit Received: Yes No Date: \_\_\_\_\_\_