

**DOTY MEMORIAL SCHOOL**

24 Calais Road • Worcester, VT 05682 • 802-223-5656 (T) 223-0216 (F)

www.dotyschool.org • Matt Young, *Principal*

Date received:  
\_\_\_\_\_

**FACILITY USE FORM\*\*\***

\* Request for use of the following (\*use is limited to the location requested):

Gym

Library

Music/Art Room

Person Responsible: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Tele #: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Total Number of participants: \_\_\_\_\_

Date(s) of Use: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Will you need a key? Yes No

Are you for Profit? Yes No

Will Admission be charged? Yes No

Is the general public invited? Yes No

Would you like it in the Digest? Yes No  
If so please send a brief description to LFoote@u32.org.

If requested use is ongoing (weekly, monthly), please provide details: \_\_\_\_\_

**Please initial below, indicating you have read, understand, and agree to each statement.**

**GENERAL USAGE**

- \_\_\_\_\_ All visitors must park to ensure an open fire lane completely around the school.
- \_\_\_\_\_ There will be no smoking or alcohol inside the building or anywhere on school property.
- \_\_\_\_\_ Outside doors will be checked to be sure they are locked and latched when leaving.
- \_\_\_\_\_ I will return any keys I sign out for my event the following school day.
- \_\_\_\_\_ All interior lights turned off.
- \_\_\_\_\_ I understand that the only room I am allowed access to is (checked above): \_\_\_\_\_

**CLEANING**

- \_\_\_\_\_ I will clean up after usage, *using my own supplies* and leave the space better than I found it.
- \_\_\_\_\_ I will sweep the space used; broom will be located in the gym closet.
- \_\_\_\_\_ All furniture will be put back into its original place.
- \_\_\_\_\_ **Any trash generated will be put in garbage bags and taken out to the dumpster.**
- \_\_\_\_\_ I understand that if I do not complete the check-out list and/or the area is not found clean, my deposit will be used to cover the associated cleaning fees.

**DEPOSIT**

- \_\_\_\_\_ A \$25.00 deposit is required for a school key.

\*\*\*All individuals must complete a Facility Use Form at least five school days in advance of the event to reserve the space. Any individual or group must sign the Waiver and Release Form.

**Administrative Action**

Request Approved \_\_\_\_\_ Request Denied \_\_\_\_\_

Rooms allowed to access: \_\_\_\_\_

Total Fee for Usage: \$ \_\_\_\_\_

Payment received: \$ \_\_\_\_\_  
Date: \_\_\_\_\_

Principal, Doty Memorial School \_\_\_\_\_ Date \_\_\_\_\_

**Key Release**

Name: \_\_\_\_\_

Key: \_\_\_\_\_ Key Deposit: Paid \_\$ \_\_\_\_\_ Unpaid

Date given: \_\_\_\_\_

Date to be returned: \_\_\_\_\_

Employee Signature \_\_\_\_\_

Signature of person responsible \_\_\_\_\_

*Thank you for leaving the building better than you found it.*

*Please turn this in with your key after the event*

**Check-out Checklist**

- Tables, furniture and floor are spot cleaned.
- Areas used are swept
- All trash was picked up and removed from building and placed into dumpster.
- All equipment used is returned.
- All lights are turned off before leaving.
- All doors are locked before leaving.

***\*\*If there are any problems, such as the fire alarm going off or no heat, or any maintenance emergencies, please call one of the following numbers immediately:***

Sue Sutton 229-0249 cell: 557-1931

Matt Young