Print Form

Revised: 071415

SEYMOUR BOARD OF EDUCATION
APPLICATION FOR USE OF BUILDINGS, GROUNDS, OR EQUIPMENT

Questions 1 - 9 must be completed and the form must be signed by you. Incomplete forms will be returned.

1 Name of Organization or group requesting use:

2 Purpose for which facility is to be used:

3 Is this activity affliated with the Seymour Recreation Department? ☐ yes ☐ no (If yes, approval is required, see #12)

4 Name of specific facility desired: ☐ High School ☐ Middle School ☐ Bungay ☐ Chatfield-LoPresti
(School)

To confirm availability; this request must go to the Principal of the school you wish to use

☐ Gym ☐ Pool* ☐ Auditorium ☐ Classroom ☐ Field ☐ Other (explain)

5 Approximate number of people expected to attend:

Attendance of 75 and over require notification of the police and fire departments. You will be required to submit proof that they have been contacted.

6 Will admission be charged? ☐ yes ☐ no

NOTE: If admission is charged, organization must be registered with the State Tax Department.

7 Date of Activity: From: Days of Week:
To: Hours: From: To:

8 Is prior preparation needed? ☐ No ☐ Yes (explain)

9 Name of person in charge of this activity:
Name of Organization or Group:
Address:
Phone:
email:

10 Building Principal's approval: _____
(Signature/Date)

11 Principal's notes: _____

12 Seymour Recreation Dept Approval: _____
(Signature/Date)

AGREEMENT

We the undersigned, agree to pay the designated rental fee plus custodial, police and fire personnel costs for use of the school facilities and to provide liability insurance a as prescribed in the policies of the Board of Education. We have received a copy of the Board's policies and agree to abide by all the rules and regulations outlined.

Signature is Required Below

Signature of Authorized Representative

Organization's Name

Date

* **If use of the pool is requested, you are required to submit documentation that a certified lifeguard will be on duty at all times. A copy of the lifeguard certification must be included**

Central Office Use Only:

☐ **Approved** ☐ **Denied**

Superintendent of Schools, Seymour Public Schools

Date

revised: 072915