

DARTMOUTH PUBLIC SCHOOLS
APPLICATION FOR PERMIT FOR USE OF DARTMOUTH SCHOOL FACILITY

Name of Applicant _____
Address of Applicant _____

Telephone Number _____
Contact Person _____
Contact Person Tel# _____
Contact Person Email _____

When applying for a permit, you agree to comply with the Dartmouth School Committee's Policy, Procedures, and Fee Schedule. All users of school facilities are requested to be energy savings conscious, your cooperation to rigidly control and conserve usage of heat, lighting and water while occupying the facility is appreciated.

It is the policy of the Dartmouth School Committee to make its facilities available for use by responsible Civic, Charitable and other community organizations whose purposes are for the general benefit of the town and the citizens of Dartmouth, as long as such requests for use do not interfere with the programs of the schools. School activities shall have priority at all times. No private business may use school facilities for profit making.

Non- Local Organization

____ Non-charitable
____ Charitable and/or Non-profit
Non-profit # _____

Local Organization (located in Dartmouth)

____ Non-charitable
____ Charitable and/or Non-profit
Non-profit # _____

Purpose for Use: _____

Date(s) Requested _____

Facility Requested _____

Please check all that apply

Auditorium	_____	Time In _____	Time Out _____			
Gymnasium	_____	Time In _____	Time Out _____	Locker Rooms	___	Men _____ Women _____
Cafeteria	_____	Time In _____	Time Out _____	Use of Kitchen	_____	
Classroom(s)	_____	Time In _____	Time Out _____	Number of Rooms	_____	
Stadium	_____	Time In _____	Time Out _____	Restrooms	___	Lights _____
Field Facilities	_____	Time In _____	Time Out _____	Restrooms	___	Lights _____

Additional Equipment

Speaker System	_____	Number of Chairs	_____
Projection Screen	_____	Number of Tables	_____
Lectern	_____	Waste Receptacles	_____

All fields must be complete in order for this form to be reviewed.

THIS APPLICATION HAS BEEN REVIEWED BY THE BUILDING ADMINISTRATOR AND/OR DIRECTOR OF ATHLETICS AND/OR DIRECTOR OF MUSIC:

___ Approved ___ Not Approved By _____
Please Print Name _____

___ Approved ___ Not Approved By _____
Please Print Name _____
Director of Athletics

___ Approved ___ Not Approved By _____
Please Print Name _____
Director of Music

Notes: _____

THIS APPLICATION IS
___ Approved ___ Not Approved By _____
James A. Kiely, Asst. Superintendent, Finance & Operations

Notes: **SUBJECT TO THE NEEDS OF THE SCHOOL DEPARTMENT**

The Committee may reduce or waive rental fees for charitable and/or civic activities in which Dartmouth citizens participate provided no admission is charged. **Additional fees are requested where noted.** This policy will not conflict with Article XVI, Section A, of the DEA Labor Agreement. School Cancellation by the Superintendent will result in the cancellation of the Dartmouth Schools Facility and Fields Use Request Agreement.

FEE PAYMENTS MUST BE PAID IN THE FORM OF A MONEY ORDER, CASHIER'S CHECK OR CERTIFIED CHECK. PERSONAL CHECKS AND CASH WILL NOT BE ACCEPTED.