

BROOKLINE SCHOOL DISTRICT

FACILITY USE APPLICATION

Please complete and submit this form to the Brookline School facility requested. Upon approval of the request, the school will send you a Facilities Use Permit. In the rare event of a natural disaster, civil defense occurrence, or adverse weather, the principal retains the right to cancel and/or reschedule the event.

Request Use of the Following Facilities (check all that apply):

_____ CSDA Gymnasium*

_____ CSDA Cafeteria

_____ RMMS Multi-purpose room

_____ Kitchen

_____ Library

_____ Classroom (specify) _____

_____ Other (specify) _____

We expect _____ persons. We will need _____ chairs. We will need _____ tables.

Will food/drink be served? _____ If yes, please describe extent (snacks/meal, etc.)

_____ We will charge admission. _____ We will not charge admission.

Tickets may not be sold or admission granted in excess of the approved capacity of the facility.

** No soda or carbonated beverages are allowed in the RMMS gymnasium*

** No food or drink is allowed in the CSDA gymnasium*

** Do not use masking tape on floors. Please use vinyl gym tape only.*

** The Brookline School District is a nut-safe environment*

Full Name of Organization _____

Address _____

Contact Person _____

Telephone Number (s) _____

Billing Address _____

Activity to be Held _____

Dates(s) Requested (for events) _____

Rehearsal Dates Requested _____

Time(s) of Event(s) (include set-up and break-down) _____

Doors will open at _____

Specifications and capacities allowed for the Cafeteria, Gymnasium and Auditorium and Stage are as follows:

Captain Samuel Douglass Academy:

CSDA School Gym: seating capacity 1695 maximum, 492 when using chairs, risers or bleachers.

CSDA School Cafeteria Capacity - approximately 120 persons

All spaces are handicap accessible.

Richard Maghakian Memorial School:

RMMS School Gym: seating capacity 590 exiting capacity, 340 when using chairs, risers or bleachers.

Additional Information Required:

Technical Requirements (Check all that are needed)

____ Sound

____ Upright Piano

____ Audio Visual Requirements (specify)

____ Other (specify) _____

I/We, _____ the requester, acknowledge, have read, and agree to the terms in the Policy KF – Community Use of School Facilities and Fields Policy and any additional requirements called out in the permits.

Requester Signature: _____

Date: _____