

**ANN ANTOLINI SCHOOL
NEW HARTFORD ELEMENTARY SCHOOL
BAKERVILLE CONSOLIDATED SCHOOL**

APPLICATION FOR COMMUNITY USE OF NEW HARTFORD SCHOOL FACILITIES

Date of request: _____

1. School requested: _____ Facility: _____

2. Organization making request _____

3. Type of function to be carried out _____

4. Date(s) function will take place _____

5. Time of day: from _____ to _____

6. Name of individual making request _____

Address _____ Phone _____

7. Will admission be charged? _____ YES _____ NO

8. Certificate of insurance for current year: _____ attached _____ on file

9. Please give following information if activity is a youth activity:

Name of adult supervisor _____

Address _____ Phone _____

10. It should be noted that some individual must assume direct responsibility for any acts of vandalism or damage caused to the facility or existing equipment when a building is made available to a group. This individual shall have the direct responsibility for damage caused and shall restore any damaged area to its original condition at no cost to the town. In addition, the organization using the facilities must abide by all board policies and administrative regulations. (Copies are available at the principal's office). The individual who will assume responsibility for condition of the building and equipment use should sign below.

Name _____

Address _____ Phone _____

11. Particulars: (Anything needed in addition to actual facility, for example: projector, chairs set up, tables, use of kitchen, etc.)

Principal's Signature _____ The above request has been _____ approved _____ disapproved

*****DO NOT WRITE BELOW THIS LINE*****

To Superintendent's office (date) _____

Hours of custodial involvement _____ Name _____

Hours of police involvement _____ Name _____