



SCOUT MEETINGS APPLICATION

Date: _____

School: _____

Grade Level: _____

Room: _____

Day of the week: _____

Begin Time: _____ End Time: _____

Number attending: _____

Type of Event: _____

Boy Scouts Pack # _____ ☐ Cub ☐ Tiger	Girl Scouts Troop# _____ ☐ Brownie ☐ Daisy ☐ Junior
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Troop Leader's Name: _____ **Address:** _____ **City:** _____

Zip _____ **Phone:** (Home) _____ (Work/Cell) _____ **Email:** _____

Organizer's Name: _____ **Address:** _____ **City:** _____

Zip _____ **Phone:** (Home) _____ (Work/Cell) _____ **Email:** _____

List Each Calendar Date:		January	
Late September ONLY		February	
October		March	
November		April	
December		May	

Principal's Signature _____

The Board of Education endorses the Scouting Program and permits the Scout Groups to meet in public schools without charge. However, if school personnel must work beyond their regular working hours, or required on non-school days, their time will be charged at the current hourly rate. In addition, if a building is scheduled on Non-School days, a Rental and Utility fee will be charged as well. In return, the Board asks that you observe the rules established for the children's safety and to protect valuable school property. Rules for arranging meetings are listed below. The rules covering the use of school facilities are listed on the contract permit confirming the dates of the meetings sent to the leader from the Use of Buildings Office. *NOTE: Please bring your own supplies for projects. Do not use supplies in the Art Rooms.*

1. A separate scout application must be filled out for each room and group.
2. Reservations cannot be confirmed until school activities have been scheduled for the following school term.
3. Applications are processed according to the date received by the East, North, or West Cluster's Use of Building Office.
4. *First meeting start date should be late September.
5. Applications must be approved by the school Principal. (If you are not certain about which rooms are suitable or available, we suggest that you visit the school and discuss facilities with the Principal before sending through your application.)
6. The Boy and Girl Scout Offices sign a master contract covering all regular meetings, adult leaders' meetings, and special events.
7. For a change in dates or times, or if you have questions about your permit, please call the Facilities Admin. Asst

PLEASE RETURN THIS APPLICATION TO THE SCHOOL PRINCIPAL. The Principal will sign and forward to the Use of Buildings' Administrative. Assistant.

Updated 1/2025