

# TUCKERTON BOROUGH SCHOOL DISTRICT

## USE OF FACILITY FORM

Application for use of: \_\_\_\_\_

1. Applicant's Name \_\_\_\_\_
2. Street Address \_\_\_\_\_ /PO Box \_\_\_\_\_
3. Telephone Number: \_\_\_\_\_ (H) or \_\_\_\_\_ (C)
4. Name of Organization: \_\_\_\_\_
5. Address of Organization: \_\_\_\_\_
6. Date or Dates Requested: \_\_\_\_\_
7. Hours Requested: FROM: \_\_\_\_\_ TO: \_\_\_\_\_
8. Description of Activity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. \_\_\_\_\_ Special Set up, tables chairs. Location \_\_\_\_\_
10. \_\_\_\_\_ Special Set up, computers, AV equipment, type \_\_\_\_\_  
\_\_\_\_\_

I hereby declare that I have read and am familiar with the rules and regulations concerning the use of the school facilities, and will assume complete responsibility for any damage or vandalism that may occur while the school facilities are being used by me or my organization, and I will be sure everyone involved in my group is aware of such.

**I understand completely that there is NO FOOD or DRINKS allowed inside the gymnasium.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Note: This form must be filled out and submitted to the Superintendent at least one week prior to the Regular Board Meeting. Once the meeting is over, the form will be signed by the Superintendent, and a copy will be mailed to you regarding the approval or disapproval of your request.**

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**For School Use ONLY:**

The above application is (BOE approved \_\_\_\_\_ / disapproved )  
Date

Reason: \_\_\_\_\_

Signed: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

Rev: 10/25

cc: Mrs. Rebecca Sprague, Maintenance Supervisor, Mr. Greg Zweemer, Technology Coordinator