

REQUEST/CONTRACT FOR USE OF SCHOOL FACILITIES

Name of Person Requesting Use: _____

Group/Organization Name: _____

School Requested: ☐ MO ☐ NS ☐ B/D Approx # of people to use the Building: _____

Date(s) Requested: _____ Room Requested: _____

Usage Time: From _____ A.M./P.M. To _____ A.M./P.M.

Describe Activity _____

Special Arrangements Needed: _____

Are Kitchen Facilities Needed? ☐ NO ☐ YES* Key Needed? ☐ NO ☐ YES* (use separate form*)

Person to Contact Regarding Disposition of Request: Please Print

Name: _____ PHONE: _____

Mailing Address: _____ E-mail _____

GENERAL CONDITIONS: The Board of Directors of Maine School Administrative District No. 72 recognizes the capital investment of the several communities of the District in school buildings and facilities, and believes that such facilities should be used for legitimate community use as provided herein. The requirements of the school program shall, however, receive prior consideration in such use. The School Directors reserve the right to CANCEL ALL PRIVILEGES of building use through rental or otherwise for the best interest of the school system. Permission for use of school buildings and/or facilities and equipment shall be secured from the Principal on this form. In making such an application, the party so requesting agrees to pay any fee(s) assessed to provide the custodial and protective personnel specified, to repair or replace any item damaged, and to accept the rules and policies established by the School Directors, and abide by all applicable state laws. **This contract is made with the understanding that in the event school is canceled, due to weather, the use of the building is also canceled for that day.**

Requesters may be required to provide a Certificate of Liability Insurance showing at least \$1,000,000 limit with MSAD 72 listed as an additional insured, for the dates you are using the facilities.

Signed: _____ (Requester) Date: _____

Signed: _____ (Principal) Date: _____

☐ **No Fee**

☐ **Fee Review needed:** cc Facilities Director

Custodians Assigned: _____

Remarks: _____

File Code: **ADC TOBACCO-FREE SCHOOLS:** The use of tobacco products in any form is prohibited in school buildings, on school property, in school transportation vehicles, and at school functions at all times.

File Code: **IMG ANIMALS IN SCHOOL:** Animals, with the exception of law enforcement and service animals, are prohibited from school buildings and grounds unless approved by the building principal for educational purposes.