

Application for Use of Poultney Town School District Buildings and Facilities

*Please submit application two weeks prior to date of building/facility use!*

*Certificates of Insurance must accompany application.*

Group: \_\_\_\_\_

Is the Group a Profit \_\_\_\_\_ or Non-Profit \_\_\_\_\_ organization?

Activity: \_\_\_\_\_

Reservation Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Date

Day of the Week

Beg. And End Time

Person Responsible (Please Print): \_\_\_\_\_

Address & Phone Number: \_\_\_\_\_

Facility/Room Desired: \_\_\_\_\_

Number Expected: \_\_\_\_\_ / \_\_\_\_\_

Adults

Children

Will food be served? Yes \_\_\_\_ No \_\_\_\_ If "yes" please attach requirements (ie: kitchen staff or equipment).

Will other equipment be required? Yes \_\_\_\_ No \_\_\_\_ If "yes" please specify.

I, the undersigned, on behalf of the group named on this form, have read the foregoing application and the building practices section of the Poultney Town School Board Policy Manual.

We agree that our group will abide by the practices there enumerated.

We agree that our group acknowledges the non-discriminatory policies of the Poultney Town School Board of Directors.

Neither I, nor any member of our group, will hold the Poultney Town School District, its employees or its directors liable for any accident of injury occurring in connection with our group's use of school facilities. We agree to take utmost care of school property, and we agree that our group will be liable for any loss or damage to school property which occurs as a consequence of our group's use of the facilities.

For-Profit Organizations Only: Please circle the applicable fee schedule:

<u>Facility</u>	<u>Rate</u>	<u>Custodial Fee</u>
Classroom	\$15	\$15
Library	\$20	\$30
Computer Room	\$75	\$30
Home Economics Room	\$25	\$30
Cafeteria	\$20	\$30
Gymnasium	\$100	\$75
Elementary Cafeteria	\$100	\$75

Total Fee Due: \_\_\_\_\_

Signature of Person Responsible

Fee Received: \_\_\_\_\_

Date

Date