

EUT SCHOOL BUILDING USE APPLICATION

Requests to use school facilities must be submitted in writing at least two weeks in advance of the date being requested and must address all requirements in the Community Use of Facility Policy. School Principals will approve the application, post the date internally and provide you with a copy of the signed application. Please note that approval is subject to availability of the space being requested and that school events have priority.

Name of Group or Organization _____ (School, Rec, PTF, Adult Ed, Other)

Event _____ Approximate Number Attending _____

Contact Person _____ Telephone _____

Email: _____

Chaperone(s) (All chaperones must have completed the requirements for volunteers outlined in Policy including a background check).

Date of Event _____ Day of Event _____ Time of Event _____ to _____

Please attach a brief description of the event and copies of any correspondence regarding scheduling of the event.

Set-Up/Clean-Up Needed Yes No Room/Facility Desired _____

Times: Set Up _____ Clean Up _____

Equipment Needed For This Event

#of Chairs _____ #of Cafeteria Tables _____ #of Folding Tables _____ PA System _____

Please list any other equipment needed and give any details necessary for custodial staff to assist with set up.

The use of facilities after typical school hours or on non-school days may result in a fee. This fee will be used to cover the cost of utilities and custodial services. Additional fees may be charged for kitchen use to cover the cost of the required personnel and utilities. Kitchen equipment will not be available for use unless an employee is in attendance. Fee charged (if applicable – see attached fee schedule) \$ _____

Custodians are not in the school building on weekends, holidays, snow days, or vacation days.

Please refer to EUT Policy– Community Use of School Facilities and if the activity involves students, all chaperones must conform to policy– Volunteer Responsibilities.

I _____ being the contact person representing _____ (group/organization) understand and agree that anyone attending this event will abide by the EUT School Department's rules of conduct as stated in the above referenced policies (Community Use of School Facility – and Volunteer Responsibilities) as well as any other policies in the EUT School Department's Policy handbook during any activity which takes place on EUT School grounds.

Date/Signature of Organization Contact Person

Date/Principal's Initials = Approved