

RSU/SAD #37

1020 Sacarap Road, Harrington ME 04643
Telephone: (207) 483-2734 ~ Fax: (207) 483-6051

USE OF SCHOOL FACILITIES FORM

The SAD #37 Board acknowledges our responsibility to protect and manage our capital investments as well as our wish to have citizens feel welcome in and a part of our schools.

School related extra-curricular groups have first priority. The right of others to use school facilities will be decided by school administrators upon written request. Upon written application, the party requesting agrees to pay any fees assessed, to provide for custodial or protective personnel required, and to repair or replace any property damaged.

All approved persons or groups granted permission to use District facilities shall hold SAD #37 and the Board free and without harm from any loss or damage liability or expense that may arise during or be caused in any way by such use or occupancy of District facilities.

Whenever possible, the hours of use should coincide with hours during which custodians are on regular assigned duty. The availability may change from school to school. ***If a custodian or cook is required beyond his/her normal working hours, the person requesting the facility will be responsible for paying them directly on the date the event is scheduled.***

All trash must be removed by the responsible party.

Please see back of the form for a copy of the Board's policy regarding facility use.

Name of school you are requesting to use: _____

Event the building is to be used for: _____

Date and Time the building is needed: _____

Person requesting and responsible for use of the facility:_____

Address/Telephone: _____

Admission fee for this event: \$ _____ If no admission, are donations accepted? Yes No

Administrative Use	
Custodian assigned: _____	Fee: \$ _____ ~ Cook assigned: _____ Fee: \$ _____
Approved	Disapproved by: _____
	Building Principal Date
Approved	Disapproved by: _____
	Superintendent Date