

**HARRISVILLE CENTRAL SCHOOL
APPLICATION FOR USE OF BUILDING AND GROUNDS**

Procedure for filling out this form:

1. Check with building principal's assistant concerning availability of space being requested.
2. Obtain signatures of supervisors and chaperones for activity.
3. Certificate of Insurance is required by all non-school groups.
4. Submit to the superintendent or his/her designee 10 days prior to date of use.
5. Required copies will be distributed by the building principal or his/her designee.

Description of Activity: _____ Time Activity will start: _____

Sponsoring Organization: _____ Date of Use: _____
(Month - Day - Year)

Hours: _____ Room(s): _____

Who will attend? _____ Type of Use: _____
(Community, Employees, Students)

School Group or Community Group (Circle One)

Certificate of Insurance Provided: Yes or No

Special Preparations Needed:

Seating: _____
Seating: _____
Audio-Visual: _____
Stage: _____
Special Equipment: _____

Signatures of adults who will actively supervise this activity and who be responsible for the conduct of participants as well as for the building and equipment. For school sponsored events, at least two teachers and two parents are necessary. For non-school groups, 4 adults are necessary.

Members of Clean-Up Committee, when applicable, must be listed.

- _____ 1. _____
_____ 2. _____
_____ 3. _____
_____ 4. _____

The group chairperson or representative hereby obligates the sponsoring group to accept responsibility for the building and equipment and for the supervision of all who attend this event. In addition, the chairperson or representative is responsible for seeing that proper clean up of the facilities is accomplished. Should it be determined that damage to the building or its contents occurred during utilization by a requesting group, said group will be billed by the school district for cleanup, repair, or replacement of damaged equipment.

Date Submitted: _____

I have read this application carefully and agree to comply with
The stipulations contained therein:

Approved: _____

Date Approved: _____

(Signature of chairperson or representative)

(Address)

(Phone number)

Copies to: ___ Head Custodian, ___ Building Principal, ___ Group Chairperson or representative, ___ Other _____
If applicable, ___ Cafeteria Manager, ___ Athletic Director, ___ Library, ___ Bus Garage, ___ Business Office