

Poland Community School Building Use Form

(Please see "Guidelines for Facility Use" on reverse side)

Name & Address of person requesting room: _____

Daytime Telephone Number: _____ Email: _____

Name of Organization: _____

Purpose for use of Facility: _____

Area/Room Requested: _____

Date(s) Requested: _____

Time(s) Requested: _____

Number of Participants: _____

Cafeteria/Kitchen needed? NO YES Please explain: _____

Special Equipment Needed: (Specify quantity)

Tables: _____ Chairs: _____ Microphone: _____ TV/VCR _____ Bleachers pulled out _____

Other: _____

Special Request for room arrangement. Please write a brief description and include a sketch

I understand that I am responsible for the use of the area/room and will be responsible for supervising the people attending and ensuring that those attending abide by school rules and "Guidelines for Facility Use". I have read the Guidelines for Facility Use and agree to the conditions stated.

Signature: _____ Date: _____



FOR OFFICE USE ONLY:

Room Available: YES NO Request Approved: YES NO

Secretary Signature: _____ Date: _____

Principal Signature: _____ Date: _____

Head Custodian Signature: _____ Date: _____

Food Service Director (if Kitchen used): _____ Date: _____

Date applicant notified of approval: _____

Original kept on file in "Building Use" binder.