

GROTON CENTRAL SCHOOL

BUILDING USE REQUEST

~ SCHOOL GROUPS ONLY ~

THIS REQUEST MUST BE SUBMITTED AT LEAST TWO WEEKS PRIOR TO THE SCHEDULED EVENT

1. NAME OF ORGANIZATION: _____ DATE REQUEST SUBMITTED: _____
2. SIGNATURE OF PERSON IN CHARGE: _____
3. DATE(S) OF EVENT (*specific calendar dates, i.e., Mondays, March 1, 8, 15, 22, 29, 2004 - not every other Tuesday, first Mondays October-March, etc.*): _____

4. TYPE OF EVENT: _____
5. FACILITY REQUESTED: ELEMENTARY SCHOOL _____
Room(s) or Field
 MIDDLE/HIGH SCHOOL _____
Room(s) or Field
 ROSS FIELD
6. ACTUAL STARTING & ENDING TIMES OF EVENT: _____ TO: _____
7. TIME FACILITY IS NEEDED - SET UP/TEAR DOWN TIME: _____
8. WILL THE EVENT BE OPEN TO THE PUBLIC? _____
9. ADMISSION WILL/WILL NOT BE CHARGED? _____

10. SERVICES NEEDED :

____ SET UP ____ CUSTODIAL ____ SECURITY ____ CLEAN UP ____ KEYS ____ EQUIPMENT*

*LIST _____

FOR KITCHEN/DINING ROOM USE, PLEASE USE ADDITIONAL FORM - CAFETERIA FACILITIES USE REQUEST FORM

11. NOTES:

- a. For athletic facilities, Building Use Form needs only the Athletic Director's signature.
- b. In the event of an emergency closing, early dismissal, or cancellation of after-school activities, buildings are closed and no activities will take place.
- c. If you cancel an approved event, please notify the appropriate office as soon as possible.

NOT APPROVED

APPROVED

Administrator's Signature

Date: _____

Administrator's office keeps original request and sends copies of (dis)approved request to:

1. Applicant
 2. District Office
 3. Facilities
 4. Food Service
 5. Administrator
- (MS-HS requests only) (if applicable)

7/8/05