

# Application for Use of Facilities



**Requesting Party Information (Please Print Legibly)**

Name of Organization \_\_\_\_\_

Name & Title of Representative \_\_\_\_\_

Address \_\_\_\_\_

City State Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_

Email Address \_\_\_\_\_

**TYPE OF EVENT** \_\_\_\_\_  
 IF EVENT IS A FUNDRAISER TO BENEFIT BGCS STUDENTS, PLEASE COMPLETE *District Support Organization (DSO) Approval Form Request* [PTO/booster organizations/support groups] OR *Funds Accountability Form (FAF)* [internal student activity program]

**BUILDING REQUESTED** \_\_\_\_\_ **Number of Scheduled Attendees** \_\_\_\_\_

**DATE(S) REQUESTED** \_\_\_\_\_

**TIME** (from) \_\_\_\_\_ am or pm (to) \_\_\_\_\_ am or pm

**FACILITY SETUP REQUIRED:**

	Quantity		Quantity	Other Equipment (Specify)	Quantity
Chairs	_____	Projector	_____	_____	_____
Tables	_____	Screen	_____	_____	_____
Lectern	_____	Internet (circle) Yes / No	_____	_____	_____

**General Terms and Conditions Governing the Use of Board of Education Facilities**

- The organization and/or its officers shall be held financially responsible for any damage resulting to the building or equipment as a result of maliciousness and/or negligence on the part of any officer of the organization or any participant.
- A Board of Education custodian must be present at all times.
- A Board of Education food service employee must be present when kitchen facilities are required.
- The consumption/usage of alcohol, drugs or tobacco products is strictly prohibited on school property.
- All outside activities are cancelled when schools are closed due to inclement weather.
- The organization agrees to display the Flag of the United States of America at all meetings of assembly nature or where the general public may attend, when so requested by the Board of Education.
- The contact person listed above is expected to contact the school office in advance to make arrangements for the custodian to open the building prior to the start of the event. The doors are to remain closed and locked throughout the meeting/event. No minor participants are to enter the building until an adult representing the organization named above is present. No student is to be left inside or outside of the building following any event without adult supervision.
- Rooms must be returned to pre-event condition.

By signing this application form below, the named representative of the organization agrees to ALL terms and conditions set forth and to furnish any such additional pertinent information requested by the Board of Education. The representative signing this application for use of facilities also agrees to pay all fees per the attached fee schedule upon receipt of an invoice. The Board of Education reserves the right to refuse facility use or to rescind this agreement at any time. An attempt will be made to avoid rescinding this agreement once approved by the Superintendent of Schools.

Agreed: \_\_\_\_\_ Date \_\_\_\_\_  
 (Signature of Representative)

Building Level Authorization: \_\_\_\_\_ Date: \_\_\_\_\_

Approved \_\_\_ Yes \_\_\_ No \_\_\_\_\_ (Superintendent of Schools Signature) \_\_\_\_\_ (Date)

**FOR OFFICE USE ONLY:**

Copies: CA File   Requester   Building Principal   Building Custodian   Director of Bldgs/Grounds   Treasurer

