

**GRANBY PUBLIC SCHOOLS
APPLICATION FOR USE OF SCHOOL FACILITIES**

West Street East Meadow Jr./Sr. High School

PLEASE CHECK ONE:

*Cafetorium: _____ Library: _____
Gymnasium: Half _____ Whole: _____
Classroom: _____

Approximate number of people to attend this function: _____

Date(s) of Function: _____ Time: Begin _____ End _____

Please describe function:

Name of Organization: _____

Address: _____

Person In Charge: _____

Signature: _____ Date: _____

Phone #: _____

Granby Resident: I have read the policies, procedures, and regulations governing the use of school facilities for the Granby Public Schools, and I hereby agree to the terms as a condition of the use of school facilities. I understand that failure to comply with any or all of these rules and regulations may result in the denial of further use of any Granby Public School facility.

Sponsor: _____
Name

_____ Date: _____

Athletic Director

_____ Date: _____

Approval/Facility Clearance:	Yes	No	Reason
Director of Maintenance	_____	_____	_____
Athletic Director	_____	_____	_____
Library	_____	_____	_____
Custodian	_____	_____	_____

Cc: Applicant

Cc. Mary Houle

Granby Public Schools – 2004

1 of 2
File: KF-R-2

This form must be submitted in person to the appropriate principal's office. Forms cannot be accepted over the fax or through the mail. Requests for vacant times or changes cannot be accepted from the fax or telephone.

Is there a fee charged to participants: Yes _____ No _____

The undersigned request(s) use of school facilities, as indicated above. We (I) the understand the following:

- (1) There may be a custodial charge, depending upon time and date of use.
- (2) Custodians are responsible for the buildings; in emergencies their instructions must be followed. Custodians will not permit use of facilities or equipment without proper authorization.
- (3) The only areas to be used are those listed and approved on this form.
- (4) The group is responsible for general clean up; the facilities should be left as they were found.
- (5) The issuance of this permit does not obligate the Granby Public Schools to provide any insurance coverage whatsoever. It is the obligation of the renter to provide any and all coverage's to protect his/her own interests.
- (6) The group must receive prior approval before bringing other groups into the building, i.e. local organizations bringing a performance group or fund raising group into the building.
- (7) No food or drinks allowed in gymnasium.
- (8) All activities and organizations must be accompanied by an adult.
- (9) Mass. General Law prohibits the use of tobacco products in or on any area of school grounds.
- (10) All cancellations must be received by the school office forty-eight (48) hours prior to the beginning time of the function. All fees will be assessed if forty-eight (48) hours notice is not given, with the exception of inclement weather or national emergency.

*Excludes the use of the kitchen and/or kitchen equipment without prior written permission granted through the Superintendent's office.

Note: The School Department reserves the right to reschedule any area for school activities up until two weeks prior to use by outside organizations.

Cc: Mary Houle

Revised February 6, 2006

Adopted October 4, 2004

