



APPLICATION FOR BUILDING AND ATHLETIC FIELD USE

10 DAYS ADVANCE NOTICE REQUIRED

Facility (School or Athletic Field) Requested: _____

Room(s) Requested: _____

Date(s) Facility Requested: _____

Hours of Use (Including opening/set up/clean up hours): _____

Facility will be used for (purpose): _____ Custodian needed? ___yes ___no

Anticipated attendance: _____ Will admission be charged? _____ School related? ___yes ___no

Equipment needed (e.g. # of chairs, tables, PA system, technology, etc.): _____

Organization: _____

Event/Purpose: _____

Contact Person: _____ Email: _____

Address: _____

Phone: Day: _____ Evening: _____ Cell: _____

AGREEMENT

In return for services and use of facilities and/or equipment listed above, the applicant agrees:

- 1. To remit rental payment to: MONTAGUE AREA PUBLIC SCHOOLS in the amount of \$ _____
2. ALL FEES MUST BE PAID ONE (1) WEEK IN ADVANCE.
3. To pay for any damage done to buildings or equipment by renter.
4. To vacate the building on hours agreed above or pay an additional fee if used longer.
5. To observe Board of Education Rules and Regulations pertaining to use of school facilities (attached).

The representative signing this application agrees to comply with the terms and conditions appearing on this application and with the basic policies for use of the school facilities.

Signature: _____ Date: _____

OFFICE USE ONLY

Approved by Building Administrator: _____ Date: _____

Approved by Director of Operations: _____ Date: _____

___ Approved ___ Denied; Reason: _____

COPIES

- ___ Building Secretary
___ Director of Operations
___ Applicant
___ Athletic Director
___ Food Service Director