

NEWBURY LOCAL SCHOOL DISTRICT
14775 Auburn Road
Newbury, Ohio 44065

APPLICATION FOR USE OF PUBLIC SCHOOL BUILDINGS

(Applicants will please furnish the following information in quadruplicate.)
(Please print or type)

Date of Application _____

Name of organization Address Phone

Name and title of individual Address Phone

TYPE OF PROGRAM OR EVENT

Estimate of number of persons expected to attend _____ Amount of admission fee \$ _____ Is collection to be taken? _____

For what purpose is fee or collection to be used? _____

Name of building to be used _____ Room/s desired _____

Exact date or dates on which building is to be used _____

Hours of use (including setup & cleanup) _____ Time event begins _____ Ends _____

No. of chairs required _____ Will your organization require use of any equipment or rearrangement of room? _____

If so, please give information here (or attach diagram of room arrangement) _____

Services required other than of custodian _____

Will refreshments be served? _____ Nature of refreshments _____

Name of person or persons to be in authority _____

If said permission is granted, we hereby agree to comply strictly with the rules and regulations of the Board of Education governing the use of public school buildings as set forth on the back of the original application.

(Signed) _____

PERMIT FOR USE OF SCHOOL BUILDINGS
(For Board of Education use)

Date _____

You have been granted the use of _____ for the purpose of _____

on _____ between the hours of _____ and _____ in accordance with the conditions as signed by you on the above application.

FEE \$ _____ Payment due upon billing. Other remarks _____

(Signed) _____
Building Principal

(Signed) _____
Superintendent or Designee