

REGIONAL SCHOOL UNIT NO. 18 COMMUNITY USE OF SCHOOL FACILITIES



Today's Date: _____

As a responsible individual for the: _____

Group or Organization Name

I duly acknowledge receipt of the regulations governing the use of the _____ School. I accept these responsibilities as stated in that document. I also understand and agree that the use of school-owned equipment, materials, and supplies is prohibited without specific prior authorization of the building Principal. Our group/organization will need the following:

Day and Date Needed: _____

Beginning & Ending Time: _____

Room / Area Being Requested: _____

Special Request: _____

Keys Requested: Yes No If Yes, keys will be returned to _____ by 4:00p.m.
School on: _____

In the event building keys are loaned to me, I take full responsibility for returning them to the school office no later than the day immediately following this event as agreed to above.

√ If you would like your event listed in the calendar on the school's weekly newsletter.

As the responsible individual for this group/organization, I am providing my personal information in the event that the _____ School has any questions.

Responsible Person's Full Name: _____

Complete Address: _____

Daytime Phone Number: _____

Evening Phone Number: _____

Signature: _____

(for office use only)

Approved Signature: _____

Date Approved: _____

Scheduling Calendar

F.C. Events Calendar

Newsletter