

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: _____

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(for office use only)

Approved Signature: _____

Date Approved: _____

Scheduling Calendar

F.C. Events Calendar

Newsletter