

# NEW LEBANON

CENTRAL SCHOOL DISTRICT

## BUILDING USE REQUEST FORM

Date of activity: \_\_\_\_\_ Day of activity: \_\_\_\_\_ Building requested: \_\_\_\_\_

**\*Weekend events require Friday night set up**

Does this event require set up prior to the date of activity? (circle one) Y N Date to be set up: \_\_\_\_\_

Type of activity (describe): \_\_\_\_\_

Hours: From \_\_\_\_\_ to \_\_\_\_\_

Approximate number of people: \_\_\_\_\_

Room(s) needed:

Classroom(s) \_\_\_\_\_

Gymnasium

Athletic Fields

(after hours fees may apply)

Library

Cafeteria

Kitchen

(fee for kitchen staff)

Lobby

Stage

Shatford Pool

\_\_\_\_\_  
Building Principal Approval

\_\_\_\_\_  
Date

Additional Information: \_\_\_\_\_

\_\_\_\_\_  
Date of request

\_\_\_\_\_  
Person making request

\_\_\_\_\_  
Organization making request

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Person in charge of event

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Mailing address if not a school employee

Special equipment/set up needed: \_\_\_\_\_

All rooms and equipment must be left in good condition. Groups will be responsible to the school district for any damage to school property.

**Insurance:** The individual or group requesting the use of District Facilities shall submit with this form a Certificate of Liability showing General Liability Insurance Limits of \$1,000,000 and the New Lebanon CSD is included on a Primary and Non-Contributory Basis.