

**MSAD #56**  
**BUILDING AND GROUNDS REQUEST FORM**  
**(NOTE: This form must be submitted 21 days prior to the actual event.)**

PERSON REQUESTING: \_\_\_\_\_ DATE: \_\_\_\_\_

SCHOOL REQUESTED: \_\_\_\_\_

ACTIVITY PLANNED: \_\_\_\_\_

NUMBER OF PEOPLE IN ATTENDANCE: \_\_\_\_\_

AREA TO BE USED: \_\_\_\_\_

DATE TO BE USED: \_\_\_\_\_ TIME TO BE USED: \_\_\_\_\_

SECURITY REQUIREMENTS: \_\_\_\_\_ Yes \_\_\_\_\_ NO If yes, explain.

\_\_\_\_\_

EQUIPMENT NEEDED: \_\_\_\_\_

\_\_\_\_\_

DIRECTIONS FOR SET-UP: \_\_\_\_\_

\_\_\_\_\_

APPROVE: \_\_\_\_\_ DATE: \_\_\_\_\_

DISAPPROVE: \_\_\_\_\_ REASON: \_\_\_\_\_

ANY SPECIAL CONDITIONS, i.e.,custodian: \_\_\_\_\_

\_\_\_\_\_

PRINCIPAL SIGNATURE: \_\_\_\_\_

APPROVE: \_\_\_\_\_ DATE: \_\_\_\_\_

DISAPPROVE: \_\_\_\_\_ REASON: \_\_\_\_\_

ANY SPECIAL CONDITIONS, i.e.,custodian: \_\_\_\_\_

\_\_\_\_\_

SUPERINTENDENT AND/OR DIRECTOR OF MAINTENANCE

SIGNATURE: \_\_\_\_\_

## CHECKLIST FOR BUILDING USE

Fees (unless waived)

Rental			
High School Gymnasium	\$40 per hour	Custodial	\$25 per hour
Elementary Gymnasium	\$30 per hour	Kitchen	\$20 per hour
High School Auditorium	\$30 per hour		
Cafeteria	\$20 per hour		
Classroom	\$10 per hour		

All checks should be made payable to MSAD #56.

1. Turn off all lights when leaving area.
2. Secure all doors.
3. Sweep floor and/or pick up trash and grounds.
4. Area is to be left in a condition that shall not interfere with school programs.
5. If a custodian is on duty, he/she will be notified of any situations that arise and be informed when organization is leaving the building.
6. Proper footwear must be worn on all playing surfaces.
7. Attachments to school property shall only be made with prior approval of the principal/Superintendent/Director of Maintenance.
8. Appropriate supervision shall be provided at all times.
9. The stage area shall be used only for stage activities.
10. Individual(s) who have no reason to be involved in the activity will be asked to leave the buildings or grounds.
11. Security arrangements shall be considered at the time of the request and a final determination will rest with the principal/Superintendent/Director of Maintenance's approval. All security requirements shall be at the expense of the organization or individual.
12. The organization or individual shall be responsible for cleaning up the building or grounds after the completion of an activity.
13. No vehicles shall be allowed on any playing field or landscaped area on school property. An exception shall be made for emergency vehicles.
14. Vehicles shall be parked in designated parking areas and driveways.
15. No food or drink is permitted in the Searsport District Memorial Gymnasium.
16. Requests for use of special school equipment or specific set-ups must be made at the time of the facilities use request. No equipment will be provided without prior approval of the principal.
17. Kitchen facilities may not be used without the express approval of the building principal and the Director of Food Services. An employee of the Food Service MUST BE in attendance for supervisory purposes when the kitchen is being used.
18. Prior to the use of any facility, the Superintendent may require a certificate of insurance with the \$1,000,000 liability coverage with MSAD #56's name on the certificate of insurance.
19. CANCELLATIONS: Should the holder of the permit wish to cancel a reserved date, the school principal's office must be notified at least 24 hours in advance of the specified date and time of the event. Failure to notify will cause the holder to be responsible for a minimum of two hours of custodial/kitchen charge.
20. No smoking is allowed on school property.
21. Possession of or drinking alcoholic beverages is prohibited.
22. The organization/individual's activities shall be restricted to that area for which permission has been granted.
23. The activity shall not extend beyond the hours approved in the request.
24. All programs shall be planned so that they do not interfere with the regular school schedule of activities.
25. The organization or individual using the facility shall be responsible for moving its equipment into and out of the facility.

26. The supervisor in charge of the activity shall be present before the activity is due to start, and is to remain with the organization until all have left.
27. In the absence of the building principal or other administrative personnel, the custodian is charged with the responsibility for the facility.
28. School authorities reserve the right to have free access to all rooms at all times.
29. Whenever custodial assistance is required and is of additional cost to the district, the organization/individual will be billed for that time.
30. The rooms or facilities used by the applicant will be carefully examined after use. The organization/individual will be expected to promptly reimburse the district for any loss or damage occurring as a result of the use of school property.
31. No school property or equipment is to be altered or removed from the premises without official authorization.
32. No reservation will be made until this application is returned and approved by the school principal and the Superintendent/Director of Maintenance.

***A copy of the completed, signed form will be sent to the building principal and the individual/organization.***

**THE SCHOOL BOARD SUPPORTS A TOBACCO FREE ENVIRONMENT FOR OUR CHILDREN, STAFF, AND THE PUBLIC. THE SCHOOL BOARD PROHIBITS THE USE OF TOBACCO PRODUCTS IN ANY FORM EITHER IN THE SCHOOL BUILDING OR ON THE SCHOOL PROPERTY. ( POLICY ADC )**

**(NOTE: This statement must be signed, and policy KF attached with each request.)**

**I have read and will comply with School Board policy KF, Community Use of School Facilities.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
E-mail Address

APPROVED: August 12, 1997

REVISED: April 11, 2006