

CODE: KF-E1
FACILITY USE REQUEST

The administration is responsible for the use of all school facilities. Please review and sign off on the Community Use of School Facilities Rules (KF-R) and complete the form below. Please submit BOTH to the Superintendent's office at 200 Rogers Road no less than 10 business days prior to the scheduled event. **PROOF OF INSURANCE MUST BE ATTACHED for the Superintendent to approve the request.**

Facility Use Request

The _____ requests the use
(Organization)

of _____ at the _____
(space(s) needed) (School)

for the purpose of _____

on _____, _____ from _____ to _____.
(Day) (Date) (Time) (Time)

Will the activity be open to the public: Yes No

Will custodial service be needed? Yes No

Will kitchen assistance be needed? Yes No

Name, address, telephone number and email address of person responsible on this event:

Charges due: (including service charge, rent, custodial an kitchen fees)
\$ _____ Payable to the Kittery School Department.

Payment due by: _____

Responsible party _____ Date _____

Signature (***PROOF OF INSURANCE MUST BE ATTACHED***)

Building Administrator _____ Date _____

Signature

Supt of Schools _____ Date _____

Signature