

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.**

Organization			
Space(s) Needed			
School			
Purpose			
Day(s) and Date(s)			
Event Start Time <i>(actual start time)</i>		Event End Time <i>(actual end time)</i>	
<i>If needed, set-up time (school facilities calendar)</i>			
Will the activity be open to the public:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Will custodial service be needed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Will kitchen assistance be needed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

I have read and understand the following rule below according to policy KF-R.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Tobacco, vaping, marijuana use, and drinking of alcoholic beverages are prohibited. Organizers must clearly announce at the beginning of the event/activity to all those present that tobacco, vaping, marijuana use, drinking of alcoholic beverages are prohibited on school grounds or in school facilities.</i>	

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 District.			
Payment due by			
Responsible party			
Date			
PROOF OF INSURANCE ATTACHED	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Building Administrator's Signature and Date			
Superintendent's Signature and Date			
Copy to Accounting Manager			