

Greenwich Stow Creek Regional School District
Request for Use of School Facilities

This request is submitted to the Greenwich Stow Creek Regional Board of Education for the use of school facilities as indicated:

Stow Creek School _____ Morris Goodwin School _____

Gym _____ Cafeteria _____ Classrooms (How many?) _____

Podium ____ P.A. System ____ Folding Chairs (How many?) ____ Tables (How many?) _____

Today's Date _____ Date(s) facilities requested _____

Name of applicant _____

Address of applicant _____

Daytime phone number _____ Evening phone number _____

Name of organization _____

Address of organization _____ Phone Number _____

Type of program, function, activity to be held _____

people expected to attend _____ Activity time(s) from _____ to _____ a.m./p.m.

Arrival and departure time of applicant for setting up/cleaning up (if different from above)
(arrival) _____ am./p.m. (departure) _____ am./p.m.

Will admission fee be charged? ()Yes ()No

Will goods, products or services be sold? ()Yes ()No

When custodial services are required, **the organization may be billed**, at the overtime rate if applicable. It is understood that the use of the facilities will be limited to the description provided on the Use of School Facilities Request Form on file in the Board Office.

Proof of Insurance: Non-School affiliated organizations must provide an Additional Insurance Endorsement of \$One Million per event, including full Comprehensive General Liability, with Greenwich Stow Creek Regional School District listed as additional insured. (Attach copy of rider to this form.)

Insurance Company _____ Policy # _____

Applicant Signature _____ **Date** _____

Approval: Building Administrator _____ **Date** _____

Superintendent _____ **Date** _____

Custodian _____ Supervisor _____ Applicant _____