

B&G Approval: _____
Date: _____

**COLCHESTER SCHOOL DISTRICT
ADMINISTRATIVE OFFICE, P.O. BOX 27
COLCHESTER, VT 05446-0027
(802) 264-5999**

Other Approval(s): _____

APPLICATION FOR USE OF SCHOOL BUILDING FOR OTHER THAN REGULAR SCHOOL PURPOSES

I. APPLICANT: Complete Section I only and submit form to school requested. Date: _____

The undersigned hereby makes application on behalf of _____ for permission to use _____ (organization) _____ (school) _____ (type of area/# of classrooms). This area/room(s) is needed on _____ (date).

My event starts at _____ (hour), but I need access to the area/room(s) from _____ (hour) to _____ (hour). The purpose of this event is to _____. Equipment I need: _____.

Charges for admission will be \$ _____. Proceeds will be devoted to _____. The adult in charge of this event(s) will be _____. If said permission is granted, I hereby agree to comply with the rules and regulations governing the use of school buildings, to take the utmost care in the use of school property and to make good any damage to, or loss of, school property arising from use of the building.

Signature Name & Address (Please Print Clearly) Phone _____
Fax _____

II. BUILDING ADMINISTRATOR'S REVIEW AND APPROVAL

Request: Approved Denied

The _____ (type of area/# of classrooms) will/will not be required for school purposes on the date and during the hours requested.

Administrator's Signature Date

III. TERMS AND CONDITIONS

- Staff required per school policy: Custodial: Yes No N/A Cafeteria: Yes No N/A
- Classification: Group # _____
- Rental Rate (when applicable): \$ _____
- Cost of staff coverage (if applicable): Custodial @ \$ _____ /hour*; Cafeteria @ \$ _____ /hour
*Minimum 4 hour custodial fee for weekend coverage at \$25.00/hour. Additional cost for snow removal may be assessed.
- Other instructions: _____
- Police required: Yes No
If yes: Arrangements may be made with Colchester Police Department at 264-5556; inform the building administrator of the officer(s) scheduled for coverage.
- Possession or consumption of alcoholic beverages and smoking on school property is strictly prohibited at all times. School property is defined as all buildings and grounds owned, operated, or rented by the Colchester School District.
- Eating/drinking is not allowed in the theater (i.e. auditorium).
- If a school event must be held at the same time/place, the school will give as much advanced notice as possible.
- Payment in advance is due when the event is scheduled. Please make check payable to the Colchester School District.
- Please call the Administrative Office at 264-5999 if you have any questions.

Signature of Business and Operations Manager c: School: CHS/CMS/MBS/PPS/UMS
Date: _____