

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  
(organization)  
use \_\_\_\_\_ . This area/room(s) is needed on \_\_\_\_\_ .  
(school) (type of area/# of classrooms) (date)

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

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 \_\_\_\_\_ will/will not be required for school purposes on the date and  
(type of area/# of classrooms)  
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  
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

Date: \_\_\_\_\_

c: School: CHS/CMS/MBS/PPS/UMS

\_\_\_\_\_  
\_\_\_\_\_