



# JEFFERSON VILLAGE SCHOOL USE APPLICATION



The following organization/s: \_\_\_\_\_ request the use of

Classroom # \_\_\_\_\_ Gym \_\_\_\_\_ Cafeteria \_\_\_\_\_ Kitchen \_\_\_\_\_ Field \_\_\_\_\_ Other \_\_\_\_\_

on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
DATE TIME TIME

Activity being held: \_\_\_\_\_

\*Please be aware that if a school function needs to be scheduled into this time, the school will take precedence in using the facilities and grounds. We will attempt to avoid this if possible.

It is clear and understood that only the people or organization/s mentioned above will be allowed the use of the building. It is also established that the key to the building will be obtained from the building administrator. A daily fee may be charged, and if the usage requires custodial, kitchen, or other staff present there may be a surcharge assessed as well. Use of the building means that one accepts all responsibility for acceptable conduct and appropriate treatment of the facilities. All areas are expected to be returned to the condition in which they were found. Individuals involved in athletic events or exercise programs are required to wear sneakers in the gymnasium. The gym must be swept after use. See **Policy KF** Community Use of School Facilities for complete information.

**Proof of Insurance:** Please provide a copy of your insurance certificate, with Jefferson Village School as "additional insured".

**By signing this document, you acknowledge that you have read and agreed to the policy terms of use, and that you release the town and school from any liability.**

\_\_\_\_\_  
Signature of Responsible Party      Date      Contact Info      Insurance info - Yes

\_\_\_\_\_  
Approving Official      Date      Fee

### Office Use Only

\_\_\_\_\_ Notified Applicant      \_\_\_\_\_ Calendar      \_\_\_\_\_ Website      \_\_\_\_\_ Head Custodian