

THE BARKHAMSTED SCHOOL  
Application For Use of School Facility/School Grounds

Date of Application \_\_\_\_\_

Organization Making Request \_\_\_\_\_

An on-going activity - see list of dates \_\_\_\_\_  
(Please attach a list of all dates and times)

Time Building/grounds will be used: From: \_\_\_\_\_ To: \_\_\_\_\_

All activities are expected to end by 9:00 p.m. unless otherwise noted and approved.

Purpose for which the building/grounds are to be used: \_\_\_\_\_  
\_\_\_\_\_

Area Needed: Gym  Kitchen  Cafeteria  Library  Parking lot  Grounds

Equipment Needed: Tables, Chairs, PA System, Projection Screen

The authorized agent whose name appears below agrees that his/her organization will abide by the rules and regulations prescribed by **The Barkhamsted Board of Education**. It is also agreed that any damages whatsoever to the building or any part thereof shall be paid for by the contracting party. After each use, the facilities will be inspected by school personnel. Smoking is not permitted under school policy.

Person in charge of monitoring the hallways \_\_\_\_\_

If using indoor facilities, the person signing this form will be responsible for checking the boys and girls bathrooms (for acts of vandalism) right before leaving, upon completion of event.

\_\_\_\_\_  
Signature of Agent for the Organization

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Telephone #

\_\_\_\_\_  
Signature for Board of Education Agent

\_\_\_\_\_  
Date

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Disposition

Approved \_\_\_\_\_  
Date

Fee \_\_\_\_\_

Not Approved \_\_\_\_\_  
Date

Pay To: \_\_\_\_\_

Any use of the kitchen facilities must be approved and policy followed.

Area assigned will be: Gym  Kitchen  Cafe  Library  Parking lot  Grounds

**THE BARKHAMSTED SCHOOL  
USE OF SCHOOL REGULATIONS**

**Groups Using Rooms After School Supervisor's Responsibilities**

1. Check room assignment with the office.
2. Supervisor should meet their youngsters in the gym at dismissal time and escort them to their assigned room.
3. Children should only be in the room that their group is assigned to.
4. Children are to be supervised at all times.
5. All exterior doors are locked at 8:30 P.M.
6. **DO NOT LEAVE EXTERIOR DOORS AJAR.**
7. Groups should provide their own materials for their group use. School supplies and equipment should not be used.
8. Leave the room in the same condition as it was found. Set up and take down tables that you may use. Clean up materials that may have fallen on the floor.
9. Close all windows and doors and turn off all lights in the room as you leave.
10. Please notify the school office if your activity is to be cancelled. A list of specific calendar dates should be on file in the office.
11. All activities are cancelled on:
  - a) No School Days
  - b) Early Dismissal Days
12. The use of candles or fire producing materials are **not allowed** in school.
13. No smoking on school grounds.
14. As per school policy and federal regulations our school and grounds are alcohol and drug free.
15. No food or drink are allowed in the gym.

**Because of the many nut allergies, all tables, desks, door handles and counters must be wiped clean before you leave the room you are using. Thank you!**

**The use of the facility during Vacation Days will be at the discretion of the school administration.**

In general, allowing use of the school is a privilege and should not cause any extra maintenance or concern to the staff. Individuals and groups will be held responsible for any damage to the facility.

I have read these guidelines and I agree to abide by these policies of the school for school use for my group.

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Signature of Supervisor

Telephone #

Date

(Please sign this form and return to the school office.)