

**APPLICATION FOR THE USE OF SCHOOL FACILITIES**  
**TBA & Franklinville Central Schools**

Submitted to: \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_

Building/Facility Requested \_\_\_\_\_

Purpose \_\_\_\_\_

Will balcony be used with Auditorium? \_\_\_\_\_ Purpose \_\_\_\_\_

Date & hours of activity \_\_\_\_\_

Date & time building must be open for preparations \_\_\_\_\_

Additional dates, hours, & rooms desired for rehearsals, setup, etc. \_\_\_\_\_

Special equipment needed (i.e. tables, VCR, TV, sound system, special lighting, microphone, extension cord, projector, screen, etc.)

Other (specify) \_\_\_\_\_

Name of organization \_\_\_\_\_

Address \_\_\_\_\_

Person in charge of event \_\_\_\_\_

Phone number (s) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**LIABILITY PROTECTION PER POLICY BOOKLET PG.5 (check one):**

Insurance \_\_\_\_\_ Governmental Agency \_\_\_\_\_

**FORM IS CONTINUED ON BACK.**

If this application is granted, I agree to the terms specified on the front page, to be bound by the rules and regulations governing the use of school property, which are attached and are made part of this application, and guarantee payment of rental charge within twenty-four hours after use of facility.

I understand that the District has the right to reschedule an approved event due to a conflict or emergency.

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

The requested facility is  is not  available on the requested date(s)

\_\_\_\_\_  
**Athletic Director/Activities Coordinator** **Date**

\_\_\_\_\_  
**Principal** **Date**

\_\_\_\_\_  
**Superintendent** **Date**

This application is hereby  approved  denied Reason \_\_\_\_\_

Maximum number of admissions allowed \_\_\_\_\_

Fee to be charged :  yes  no

\_\_\_\_\_  
**Business Administrator** **Date**

**Copy To:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Building Principal | <input type="checkbox"/> Maintenance Supervisor(s) | <input type="checkbox"/> Tech Director   |
| <input type="checkbox"/> Athletic Director  | <input type="checkbox"/> Cafeteria Manager         | <input type="checkbox"/> Business Office |