

SCHENEVUS CENTRAL SCHOOL
Facilities/Equipment Request Form

_____ Mrs. Mellor _____ Bldg. Prin. _____ Athletic Dir. _____ Head Custodian _____ Cafeteria Mgr. _____ Teacher

REQUEST FOR USE OF FACILITIES

Name of Group/Non-Profit Organization _____

Type of Activity _____

Date of Activity _____ Number Attending _____

Set-up Time: From: _____ to: _____
 Event Time: From: _____ to: _____

Circle Facilities needed: Kitchen Cafetorium

New Gym Classroom # _____ P/A System Podium

- The sponsoring organization is required to have adequate chaperones and a clean-up committee.
- Events requiring security, janitorial, or kitchen service may require payment of a fee. Custodian/Security/Kitchen Fee _____
- All non-profit group applicants must execute a Release of Liability & an Assumption of Risk Form
- Participants in athletic related activities must execute either an Adult Release or a Parent Release for a child.

REQUEST TO BORROW SCHOOL EQUIPMENT

Name of Group/Non-Profit Organization: _____

Circle Equipment needed: P/A System Podium

Record Player LCD Projector Laptop CD Player

Other _____

Purpose for which equipment will be used: _____

Please list individually equipment requested including serial/model numbers (if applicable)

1. _____ 3. _____
 2. _____ 4. _____

Date Borrowed: _____ Date Returned: _____

Misuse of the Facilities/Equipment may result in denial of future requests. Failure to comply with all portions of this form may result in revocation of the use permit. A copy will be forwarded to you upon final approval.

SIGNATURE _____ PHONE _____ DATE _____

FOR OFFICE USE ONLY

_____ Approved Superintendent's Signature _____ Date _____

_____ Denied Reason: _____