

# REQUEST FOR USE OF DISTRICT FACILITIES FORM

All affiliated groups (schools, internal departments, PTA/PTO, OEA, etc...) or non-affiliated organizations (non-Orange Board of Education) must fully complete this form to request the use of *any* school facility. This form must be submitted to the Building Administrator for their initial approval. All forms must be submitted 60 days prior to the event to ensure dates and coverage are equally available.

- Once completed and signed by Building Administrator this form should go to the Office of the Assistant Superintendent, 451 Lincoln Avenue.
- Non-Affiliated groups must also fill out the standard "Hold-Harmless Agreement" following formal Board of Education approval. **The event will not be held without the Hold Harmless form on file in Office of the Business Administrator.**

## LOCATION REQUESTED

School/Building: \_\_\_\_\_ Room \_\_\_\_\_ Date Requested: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

• All start and end times are expected to be observed. We will not allow any event to run over the time approved. **FAILURE TO ADHERE TO APPROVED TIMES MAY NEGATE FUTURE USE OF ANY FACILITIES.**

## SCHOOL, ORGANIZATION/INDIVIDUAL INFORMATION

\_ Affiliated \_ Non-affiliated

Name of Group/Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Full Address/School: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_ Contact Person Phone #: \_\_\_\_\_

## EVENT INFORMATION

Type of event to be held: \_\_\_\_\_ Event objective: \_\_\_\_\_

Number of expected participants: \_\_\_\_\_ Number of expected in audience: \_\_\_\_\_

Will you need custodial assistance in running your event? (Any venue) \_ YES \_ NO

Will you need security to assist in running your event? (Any venue) \_ YES \_ NO

Please circle the equipment you may need:

Microphones Lighting Sound System Overhead Projector Playing of any CDs or Audio Cassettes

Playing of any DVDs or VHS Cassettes Chairs Tables Projection Screen Digital Projector

Rehearsal Dates and Times, if needed: \_\_\_\_\_

- **Code of Conduct:** By signing this document it is expected that the contents of ALL shows will contain NO nudity (partial or full), profanity (live or pre-recorded), use of drugs or alcohol, smoking or any other content unsuitable for family viewing.
- No rehearsal(s) can be granted unless indicated above and **pre-approved**.
- Will you be bringing in outside equipment that requires electricity? \_ YES \_ NO
- A qualified district staff member must check ALL outside electrical equipment no later than 10 days before the event or it may not be utilized. Contact the *Business Administrator* for more information.
- Absolutely NO pyrotechnics or other flammable effects (open flames) may be conducted indoors in any Orange Board of Education facility including the use of flash pots, candles, fireworks and sparklers.

Account(s) to charge applicable costs: \_\_\_\_\_

I am duly authorized to submit this request on behalf of the above organization. I have read and understood the above and to the best of my knowledge have truthfully completed this form. I understand if this form has not been completed properly with accurate information, that it may be grounds for immediate rejection to my request.

\_\_\_\_\_  
Signature (If not Building Administrator)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Superintendent

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Disapproved

\_\_\_\_\_  
Date

\_\_\_\_\_  
Business Administrator/Board Secretary

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Disapproved

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Disapproved

\_\_\_\_\_  
Date