

RSU 16 FACILITY USE REQUEST FORM

(KF-E) (Adopted August 2014)

Please Print or type clearly & fill out all requested information.

NAME OF PERSON REQUESTING ROOM:

(THIS PERSON WILL BE RESPONSIBLE FOR THE USE OF THE ROOM AND WILL BE CONTACTED IN THE EVENT OF ANY PROBLEMS)

PHONE # FAX # EMAIL:

NAME OF ORGANIZATION:

NAME OF FUNCTION: EXAMPLE DANCE, MEETING, ETC. Event

DATE(S) REQUESTED: to

(DATE CHANGES ARE DISCOURAGED DUE TO THE OVERWHELMING AMOUNT OF REQUESTS FOR BUILDING USE)

TIMES REQUESTED: START: AM PM FINISH AM PM

(INCLUDE SET UP AND CLEAN UP TIME HERE)

TIME OF ACTUAL EVENT: START AM PM FINISH AM PM

ROOMS REQUESTED: (PLEASE LIST 2 CHOICES) First Choice Second Choice

NOTE: FOR KITCHEN USE: ORGANIZATION MUST HAVE A PERSON TRAINED ON THE USE OF THE KITCHEN, OR PAY THE FEES FOR A KITCHEN STAFF MEMBER TO BE PRESENT.

NUMBER OF INDIVIDUALS EXPECTED TO BE USING THE FACILITIES/GROUNDS:

PLEASE NOTE: For events of 100 or more people, the Police and Fire Departments must be notified by organizer of this event.
Androscoggin County Sheriff: 753-2559 Poland Fire Dept: 998-4689

I have contacted the Police Department concerning this event: Date: Officer's Name:

I have contacted the Fire Department concerning this event: Date: Officer's Name:

NUMBER OF CHAIRS: NUMBER OF TABLES: APPROX NUMBER OF CARS:

WILL THERE BE FOOD SERVED: NO YES Description:

**PEANUTS/NUT PRODUCTS ARE NOT TO BE SERVED OR CONSUMED IN THE BUILDING BY OUTSIDE GROUPS.

SPECIAL EQUIPMENT NEEDED:

SPECIAL REQUEST FOR ROOM ARRANGEMENT. PLEASE WRITE A BRIEF DESCRIPTION AND INCLUDE A SKETCH BELOW:

I UNDERSTAND THAT I AM RESPONSIBLE FOR THE USE OF THE ROOM, UNDERSTAND AND AGREE TO ABIDE BY THE RSU16 GUIDELINES AND POLICIES RELATED TO THE USE OF THIS FACILITY AND WILL BE CONTACTED IN THE EVENT OF ANY PROBLEMS.

SIGNATURE: _____ DATE: _____

Conditions for Approval & For Office Use Only:

Request for Auditorium must be approved by Auditorium Manager: _____

Request for all other inside uses, outside fields/grounds must be approved by Co-curricular

Director/Principal: _____ Checked for conflicts: _____

Entered in paper calendar: _____

Entered in on-line calendar _____

RSU #16 Policy (KF) and Facilities Use Guidelines (KF-R) given to applicant _____

Trained person for kitchen use (name) _____

Certificate of insurance is required _____

Anticipated Fees \$ _____

PRINCIPAL SIGNATURE: _____ DATE: _____

Rev3/16/18cw

Policy Code: *KF-E* msm

Adopted: *August 2014*

Revised:

Liability Insurance Guidelines
(Please note that the requirement to provide liability insurance is ultimately at the discretion of the Superintendent.)

Liability Insurance Required	Liability Insurance Not Required
BWMS/PRHS facilities including the gym, auditorium, kitchen, cafeteria, technology rooms, science rooms and use of any machinery. <i>* Please note that groups using the kitchen and/or cafeteria will need to pay for a staff member to be present, unless trained person is present.</i>	If a small group needs a space for the purpose of conducting a meeting/discussion (i.e. Historical Society).
Fields and grounds at any RSU #16 school or facility.	PTO meetings. <i>*Please note that when PTO sponsors a fundraiser or event that falls under any of the "Required" categories, liability insurance will be required.</i>
Athletics and/or Competitions (School offices will provide a list of companies that provide insurance options.)	Fundraisers that do not fall into any of the "Required" categories.
For-Profit Groups	ESS, MCS and PCS will not require liability insurance for use of their kitchens for NON-PROFIT/FUNDRAISING groups. <i>* Please note that groups using the kitchen and/or cafeteria will need to pay for a staff member to be present, unless trained person is present.</i>
Outside Groups or Performers (i.e. Globe Trotters).	
Anyone or any group spending the night on RSU #16 grounds or in the facilities.	

Policy Code: *KF-E* msm
Adopted: *August 2014*
Revised:

SIGNATURE BLOCK:
RSU #16 School Board

_____ Mary Martin, Chair	_____ DATE
_____ Jack Wiseman, Vice Chair	_____ DATE
_____ Jennifer Boenig	_____ DATE
_____ Grace Gendron	_____ DATE
_____ Tina Love	_____ DATE
_____ Mary Ella Jones	_____ DATE
_____ Ed Rabasco, Jr.	_____ DATE
_____ Melissa Hodgkin	_____ DATE
_____ Steve Holbrook	_____ DATE
_____ Annette Hemond	_____ DATE
_____ Aaron Ouellette	_____ DATE
_____ Scott Sawyer	_____ DATE

Scott Tiner

DATE

Julie Rioux

DATE