RSU 16
FACILITY USE REQUEST FORM (KF-E)

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 # __________________

NAME OF ORGANIZATION: ______________________________________

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

DATE(S) REQUESTED: __________ AND __________

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

TIMES REQUESTED: START ______ Finish ______

2ND DATE: START ______ Finish ______

ROOMS REQUESTED: __________ (PLEASE LIST 2 CHOICES) FIELDS __________ PARKING LOT __________

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.

I contacted the Police Department concerning this event: Date: __________ Officer’s Name: __________________________

I contacted the Fire Department concerning this event: Date: __________ Officer’s Name: __________________________

NUMBER OF CHAIRS: ______ PARKING LOT ______

NUMBER OF TABLES: ______ APPROX NUMBER OF CARS: ______

WILL THERE BE FOOD SERVED: __________________________________________

SPECIAL EQUIPMENT NEEDED: __________________________________________

SPECIAL REQUEST FOR ROOM ARRANGEMENT. PLEASE ATTACH A WRITTEN BRIEF DESCRIPTION AND INCLUDE A SKETCH.

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

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<th>Liability Insurance Required</th>
<th>Liability Insurance Not Required</th>
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| BWMS/PRHS facilities including the gym, auditorium, kitchen, cafeteria, technology rooms, science rooms and use of any machinery.  
*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.* | 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.  
*Please note that when PTO sponsors a fundraiser or event that falls under any of the "Required" categories, liability insurance will be required.* |
| 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.  
*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.* |
| Outside Groups or Performers (i.e. Globe Trotters). |  |
| Anyone or any group spending the night on RSU #16 grounds or in the facilities. |  |
SIGNATURE BLOCK:
RSU #16 School Board

_______________________________________  DATE
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