

**RSU 16** (Mechanic Falls, Minot, Poland)<sub>(msm)</sub>✓

**Policy Code: KF-E**

**Adopted: August 2014**

**Revised: ~~September 2021~~ February 2025**

## RSU 16 FACILITY USE REQUEST FORM

**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. \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

*(Date changes are discouraged due to the number of requests for building use)*

Times Requested: Start \_\_\_\_\_ Finish \_\_\_\_\_ *(Include set up and clean up time here)*

Time of Actual Event: Start \_\_\_\_\_ Finish \_\_\_\_\_

Rooms/Areas Requested: \_\_\_\_\_

Please List 2 Choices: \_\_\_\_\_

***Note: for kitchen use, the organization must have a person trained in 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: \_\_\_\_\_

***Note: The organizer must notify the police and fire departments for events with 100 or more people.***

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 attach 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: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## WAIVER & INDEMNIFICATION

In consideration for being permitted to use RSU 16 school facilities, \_\_\_\_\_  
(organization) and its members, individually and as an organization, agree as follows:

To comply with the regulations and guidelines included in Policy KF and KF-R; I hereby agree to assume all risk of injury, harm, or damage to my person or property arising from my use of the facilities;

To assume full financial responsibility for any and all damage done to RSU 16 property during the period of use; and

To waive, release, promise not to sue, hold harmless, and indemnify RSU 16, its School Board, its members, and its administrators, agents, and employees from and against any and all liability, actions, damages, and claims of any kind or nature whatsoever for injury, harm or damage to any person or property that may arise or occur during our use of the RSU 16 facility.

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Date