EASTERN LOCAL SCHOOLS
FACILITIES REQUEST FORM

Part I (To be Completed by Applicant)

Applicant's Name: _____

Name of Organization: _____

Complete Address: _____

Street # and Name City Zip

Date(s) of Meeting(s): Day(s)_____ Time:_____ AM/PM to _____AM/PM

Nature of Meeting/Event: _____

Beginning and Ending Dates (if applicable): _____to:_____

Building Requested:

High School/Middle School _____

Elementary School _____

Facilities Requested:

Gymnasium _____

Single Room (Specify) _____

Cafeteria Only _____

Cafeteria & Kitchen _____

Parking Lot _____

Other (Specify) _____

If rental request is granted, I, and the above name organization, agree to abide by all rules and regulations of the Eastern Board of Education, accept financial responsibility for any damages to school property which may result from said rental, and hold harmless the Eastern Board of Education and its agents from any liability regarding personal injury incurred during said rental. I understand that this permission may be rescinded at any time because of conflicts, misuse of privileges, or because of interference with educational use.

Does the organization have a group insurance policy? Yes _____ No _____

_____ _____

Signature of Applicant Date of Application

Part II (To be Completed by the Building Principal)

Will employee overtime (custodians or cooks) be required? Yes _____ No _____

If yes, type of employee and clock hours they must work: Hours: _____ to _____

_____ _____

_____ _____

_____ _____

_____ _____

Signature of Principal Date

Part III – (To be Completed by the Treasurer if applicable)

Overtime Cost: _____

Part IV: (To be completed by the Superintendent)

Rental Approved: _____

Rental Denied: _____

_____

Signature of Superintendent Date

Distribution – Applicant Principal Treasurer Program Director