

Exeter Township School District
BUILDING USE APPLICATION AND PERMIT

Name of organization: _____ Date: _____
Contact person(s): _____ Home Phone: _____ Bus. Phone: _____
Street address: _____
City: _____ State: _____ Zip: _____

Application is hereby made for the use of the following facilities within the Exeter Township School District:

Building requested: _____
Specific room(s) requested: _____
Gymnasium or athletic field: _____
Date(s) desired: _____ Time(s) _____
Description of event or intended use: _____

Number of participants: _____

Needs Request

Custodial: Yes _____ No _____ Food Services (required if kitchen facilities are used): Yes _____ No _____

Equipment: _____ Registration table _____ Screen _____ TV/VCR
_____ Podium _____ Extension cord _____ Other
_____ Overhead projector _____ Microphone

WE HEREBY AGREE to comply with the conditions of the Board of School Directors governing the use of school buildings and agree to assume full responsibility for any injury or loss of school property occasioned by such use of the above described accommodations and special permission herein granted, and will make some good without expense to the school district.

Applicant's signature: _____

Itemization of Charges

Deposit of half of rental charge holds the reservation. Remainder of rental charge will be billed and due upon receipt. Please make check payable to Exeter Township School District.

Rental fee: _____ Set-up fee _____
Personnel Fees:
Custodian _____ Food Service _____ Technical Advisor (Auditorium usage) _____

Total Charges: _____
Deposit due: _____ Date received: _____
Balance due: _____ Date received: _____

Signature of Approval

Building Principal : _____ OR
Athletic Director (gymnasium/athletic field use): _____

Copy to: (list date when sent) _____ School Office (if A.D. approved) _____ Business Office (YELLOW COPY)
_____ Individual requesting facility (PINK COPY) _____ Building & Grounds Supervisor _____ Food Services Supervisor