

REGIONAL SCHOOL UNIT NO. 13

Office of the Superintendent

REQUEST TO USE RSU 13 FACILITIES AND EQUIPMENT

Please submit to building principal.

Facility Requested _____

Name of person assuming responsibility: _____
(please print)

Address: _____

Telephone: _____

Representing: _____
(Organization, Club, etc.)

I request the use of (building, room(s), or equipment – please be specific): _____

Describe the activity in detail: _____

Number of people involved (estimate): _____ Will admission be charged? ☐ Yes ☐ No

Organization renting building/facility will be responsible and pay any fee involved for: (1) Any license required by local/state government; (2) Policy and fire protection to take care of conduct and orderly parking, and (3) Own liability and property damage insurance.

Date(s) of Activity: _____ Time of Activity: _____

I understand that any equipment will be returned in the same condition as when it was loaned and further understand that I or the organization that I am representing will be billed for rent or custodial services if charges are applicable.

Signature of person making request

FOR OFFICE USE ONLY

Approved ☐ Denied ☐

Type of Fee: Custodial ☐ Rental ☐

Estimated cost for building use: \$ _____

Supervisor's signature