



Maine School Administrative District #12

USE OF SCHOOL FACILITIES FORM

The M.S.A.D. #12 Board of Directors acknowledges our responsibility to protect and manage our capital investments as well as our wish to have citizens feel welcome in and a part of our schools.

School related extra-curricular groups have first priority. The right of others to use school facilities will be decided by school administrators upon written request. Upon written application, the party requesting agrees to pay any fees assessed, to provide for custodial or protective personnel required, and to repair or replace any property damaged.

All approved persons or groups granted permission to use District facilities shall hold M.S.A.D. #12 and the Board free and without harm from any loss or damage liability or expense that may arise during or be caused in any way by such use or occupancy of District facilities.

Whenever possible, the hours of use should coincide with hours during which custodians are on regular assigned duty. The availability may change from school to school. If a custodian or cook is required beyond his/her normal working hours, the person requesting the facility will be responsible for paying them directly on the date the event is scheduled.

All trash must be removed by the responsible party.

Event: _____

Room(s) Needed: _____

Date & Time : _____

Person requesting: _____

Address / Telephone: _____

Signature of person making this request	Date
OFFICE USE ONLY	
APPROVED: _____ NOT APPROVED: _____ REASON: _____	
ADMINISTRATOR'S SIGNATURE: _____	
CUSTODIAN ASSIGNED: _____ FEE: _____	
COOK ASSIGNED: _____ FEE: _____	
DATE CUSTODIAN NOTIFIED: _____	