



Forest Hills Consolidated School District

MSAD12/RSU82

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 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.

The responsible party must remove all trash.

Event: _____

Room(s) Needed: _____

Date, Time & Duration: _____

Person Requesting/Adult Supervising: _____

Contact Info - Email & Phone: _____

Signature of person requesting & responsible party: _____

Date

OFFICE USE ONLY

APPROVED: _____ NOT APPROVED: _____ REASON: _____

ADMINISTRATOR'S SIGNATURE: _____

DATE CUSTODIAN/KITCHEN MANAGER NOTIFIED: _____