

REGIONAL SCHOOL UNIT #38
FACILITY USE FORM

Please fill out this form and return to the Director of Student Services (brant_remington@maranacook.com) two weeks prior to date(s) of request. May be dropped off at the High School Office.

Date of application: _____

Organization/Group/Individual:

Name: _____ Contact Person: _____

Mailing Address: _____

Email Address: _____

Best number to reach: _(____)_____

Facility Requested (check all that apply):

- ☐ High School Gym
- ☐ Middle School Gym
- ☐ High School Cafeteria
- ☐ Middle School Cafeteria
- ☐ High School Performing Arts Center (PAC)
- ☐ Fields (please specify) _____
- ☐ Other (please specify) _____

Date(s) and Time(s) requested:

Details of Use:

Description of Event: _____

Approximate Number of Participants: _____ Approximate Number of Spectators: _____

Will refreshments be sold? YES____NO____ If YES, where? _____

Do you need to use the kitchen? YES____NO____

Note: Organizations are encouraged to use RSU 38 food services for provision of food and refreshments.

Any special equipment needed? : (chairs, tables, sound system, scoreboard, etc.)

Is this a non-profit organization? YES____NO____

Anticipated Revenue: _____

Please provide proof of insurance for non-school organizations.

Routing of Request:

1. Director of Student Services APPROVED _____ DENIED _____
Reason: _____

Signature: _____ Date: _____

2. Director of Facilities APPROVED _____ DENIED _____
Reason: _____

Signature: _____ Date: _____

3. Adult Education Director APPROVED _____ DENIED _____
Reason: _____

Signature: _____ Date: _____

Copies sent to:

Director of Food Service YES _____ NO _____

School Principal YES _____ NO _____