

Granby Public Schools

APPLICATION FOR USE OF SCHOOL FACILITIES

Organization _____

Request use of _____ Date _____ Purpose _____
(Location)

Approx. Attendance _____ Will admission be charged? _____

Time of Event: From _____ to _____ (AM/PM)
Set up Time: From _____ to _____ (AM/PM)
Break Down Time: From _____ to _____ (AM/PM)

*** Circle items needed and indicate quantity if applicable ***

Chairs _____	P.A. System _____	TV/VCR _____
Tables _____	Stage _____	
Choral Risers _____	Cords _____	
Small Band Risers _____	Projector _____	
Medium Band Risers _____	Screen _____	
Large Band Risers _____	Overhead _____	

Permission to serve refreshments, i.e. _____

Other equipment or services needed (please hand draft set up on reverse of this form.

Custodian Required from: _____ to _____ (AM/PM)

Police Required from: _____ to _____ (AM/PM)

***(Please note Sunday functions are billed at Double Time rate)**

I/We agree to be responsible for the payment of the fees as shown in the BOE Regulations/Fees, located on the facilities website download page ([BOE Regulations/Fees](#)) along with any and all additional costs or fees incurred in complying with the aforementioned rules and regulations.

Requestor: _____ Telephone Required _____

Email Address Required: _____

Home Address Required: _____

Approval required by Administrators.