



**NORTH KINGSTOWN SCHOOL DEPARTMENT
 OFFICE OF PLANTS & GROUNDS
 USE OF BUILDINGS APPLICATION**
 120 FAIRWAY DRIVE
 NORTH KINGSTOWN, RI 02852
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www.nksd.net

**Educate
 Inspire
 Challenge**

PLEASE REFER TO NORTH KINGSTOWN SCHOOL COMMITTEE POLICY KF.1 FOR FULL INFORMATION REGARDING USE AND CHARGES FOR NORTH KINGSTOWN SCHOOL FACILITIES.

DATE OF APPLICATION: _____

NAME/ADDRESS/PHONE NUMBER/EMAIL OF ORGANIZATION/RESPONSIBLE INDIVIDUAL:

BILLING ADDRESS/CONTACT INFORMATION: _____

SCHOOL/SPACE(S) REQUESTED _____

WILL ORGANIZATION CHARGE ADMISSION FEES? ** _____

****NOTE: For groups charging admission fees, please see NK School Committee policy for usage fees.**

IS A GAME SUPERVISOR REQUIRED (IF STADIUM/TURF IS BEING REQUESTED)? _____

IF REQUIRED, NAME OF GAME SUPERVISOR IF NOT USING DISTRICT ASSIGNED PERSONNEL ** _____

****NKSD Athletic Director will need to approve/sign off on Game Supervisor proposed by requestor.**

TYPE OF EVENT _____

EVENT DATE(S)	RENTAL TIME(S)	START/END TIME(S) FOR SET UP/TEAR DOWN
_____	_____	_____
_____	_____	_____

ARE TECHNICAL SERVICES/SET UP REQUIRED? _____ MUST COMPLETE SEPARATE TECHNICAL SERVICES FORM

IS SET UP FOR ATHLETIC EVENT REQUIRED? _____

DESCRIBE SET UP REQUESTED _____

DOES REQUESTOR WISH TO RENT ATHLETIC EQUIPMENT? _____

IF YES, WHAT TYPE OF EQUIPMENT? _____

DOES REQUESTOR WISH TO RENT THE ATHLETIC COMPLEX CONCESSION STAND? _____

APPROXIMATE NUMBER ATTENDING** : _____

****NOTE: For groups greater than 50, NK Fire Department must review and sign below PRIOR TO APPLICATION SUBMITTAL. If Fire Department supervision is required, the organization requesting facility use must pay these costs directly to the NK Fire Department.**

NAME/CONTACT INFORMATION OF NKFD EMPLOYEE REVIEWING APPLICATION: _____

IS FIRE DEPARTMENT SUPERVISION REQUIRED FOR EVENT NOTED ABOVE? _____

SIGNATURE OF NKFD AUTHORITY: _____

SIGNATURE/ACKNOWLEDGEMENT OF REQUESTOR OF ACCEPTANCE OF NORTH KINGSTOWN SCHOOL COMMITTEE POLICY KF.1** _____

****Current policy can be found at the following link www.nksd.net under School Committee/School Committee Policies/KF.1.**

SIGNATURE/ACKNOWLEDGEMENT OF NKHS STADIUM TRACK/TURF RULES OF OPERATION (IF APPLICABLE)

INSURANCE CERTIFICATE ATTACHED (INCLUDED NAME OF POLICY HOLDER, NAME OF AGENCY AND DATES OF COVERAGE)

NON-PROFIT/PROFIT STATUS OF ORGANIZATION ATTACHED? ** _____

****See North Kingstown School Committee policy noted above, Section E – Billing Procedure – for certification requirements.**

NORTH KINGSTOWN SCHOOL DEPARTMENT USE ONLY

SCHOOL PRINCIPAL APPROVAL (FOR FACILITY REQUESTED) _____

ATHLETIC DIRECTOR APPROVAL (FOR GYM/STADIUM/TURF USAGE) _____

TECHNOLOGY DIRECT APPROVAL (FOR EVENTS REQUIRING TECH SET UP/SERVICES): _____

PLANTS AND GROUNDS SUPERVISOR APPROVAL (FOR NON-ATHLETIC EVENT USAGE):

FEE/BILLING INFORMATION: _____

NOTES/COMMENTS (FOR SET-UP/TEAR DOWN INSTRUCTIONS, ETC)

