

This has been reviewed by CUSTODIAN: _____ (initial) Date: _____ Acord Required: _____ Rec'd: _____
This has been reviewed by CLERK _____ (initial) Date: _____ NKFD Form Required: _____ Rec'd: _____

**NORTH KINGSTOWN SCHOOL DEPARTMENT
APPLICATION FOR USE OF BUILDINGS**

Office of Plant and Grounds
268-6426 268-6420 fax

Today's date _____ Approximate number attending _____
(If over 50- NKFD signature needed at bottom of this form)
School _____ Liability insurance required for all non-school department use

For use of Room(s) _____ Groups are reminded to restrict
use _____ to the area requested

Organization _____

Type of Event _____ Is set-up required? _____

I have checked the District Calendar : _____ I have written event on school calendar: _____

Event	Date(s)	Rental Time	Start Time
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Is cafeteria kitchen to be used? _____ Cafeteria Services must be contacted if kitchen is to be used to prepare or serve food.
Is police/fire department supervision needed? NO _____ YES _____ (To be arranged and paid for by user)
Will admission be charged? NO _____ YES _____

Party responsible for conduct and bills _____

Address _____

Telephone _____ Email _____

Person making request _____ Email _____

Address _____ Phone _____

NO SET UP IN HALLWAYS. Principal must okay use of any decorations or school equipment.

If changes or cancellations are necessary, please contact the school to insure correct billing.

USE OF A TENT ON NKSD PROPERTY REQUIRES PERMISSION BY NKFD. EXITS MUST BE POINTED OUT PRIOR TO EVENT.

ALL groups that are NOT part of NKSD or Town of NK must provide certificate of liability insurance naming NKSD on it.

TO BE FILLED OUT BY DEPARTMENT PERSONNEL

Approval _____ Disapproval _____ by _____ Principal (Date: _____)

Approval _____ Disapproval _____ by _____ Supervisor of Plant & Grounds

Organization Type _____

Custodial Fees _____ Rental Fees _____

Hamilton Elementary

SY: 2016-2017

EVENT Set-Up Form

Name of Event: _____

Date of Event: _____ Time of Event: _____

Location of Event: _____

Primary Contact Person(s) _____

Contact's Telephone # _____

Indicate if this is a:

- ☐ School Event
- ☐ PTO Event
- ☐ Outside Organization

Available Items:

- | | |
|---|-------------------|
| <input type="radio"/> Cafeteria Table | # of tables _____ |
| <input type="radio"/> 8' Table | # of tables _____ |
| <input type="radio"/> Folding Chairs | # of chairs _____ |
| <input type="radio"/> Extension Cords | # needed _____ |
| <input type="radio"/> Power Strips | # needed _____ |
| <input type="radio"/> Trash Cans | # needed _____ |
| <input type="radio"/> Sound System(Cafeteria) | |
| <input type="radio"/> Podium | |
| <input type="radio"/> Microphone | |
| <input type="radio"/> Garden Hose | |

Completed form to be turned into main office and will be shared with Randy Riggs, Hamilton Custodian

**TOWN of NORTH KINGSTOWN
FIRE DEPARTMENT
REVIEW SHEET**

- Completion of this form is required by the FIRE DEPARTMENT for events of more than 50 attendees
- APPLICANT must bring this form to Fire Department for signature
- Return completed form to NK School Department, 100 Fairway Drive or fax it to: **268-6420**

APPLICANT'S NAME: _____

ADDRESS: _____

PHONE: _____

TYPE OF EVENT: _____

HAMILTON ELEMENTARY

SCHOOL: _____

ROOM: _____ APPROXIMATE
NUMBER ATTENDING: _____

DATE(S): _____ TIME: _____

APPLICANT'S SIGNATURE: _____

FIRE DEPARTMENT AUTHORIZATION

Approved: _____ Denied: _____

COMMENTS: _____

-NO SET UP OF ANY TYPE IS ALLOWED IN HALLWAYS-
-USE OF A TENT ON NKSD GROUNDS REQUIRES FIRE DEPT APPROVAL-