

*Saint Albans City School*  
**BUILDING USE APPLICATION**  
**Two Week Notice Required**

<b>NAME OF EVENT</b>			
<b>DATE OF EVENT</b>			
<b>EVENT TIMES</b>	Event Start:	Event Stop:	
<b>ORGANIZATION NAME</b>			
<b>CONTACT NAME</b>			
<b>CONTACT CELL/EMAIL</b>			
<b>AREA REQUESTED</b>			
<b>SPECIFIC ROOM SETUP</b>	Classroom or area being used must be set up and restored to original condition.		
<b>IF CUSTODIAL ASSISTANCE IS REQUIRED</b> NOTE: Custodial and/or Door Coverage \$30/ Hour Fee May Apply	YES - Please specify specific needs.		NO - No Special Requirements
	YES - Door Coverage Needed		NO - Door Coverage is Not Need
	MAIN	GYM	
<b>BUILDING USE ACTIVITY BADGE</b>	When necessary, a building use activity badge will be issued upon approval for building use. A security deposit of \$50.00 will be required at the issuing of building use badge, and will be refunded when the badge is returned.		
Office Use Only			
<b>DATE APPLICATION RECEIVED</b>			
<b>PRINCIPAL APPROVAL</b>			
<b>COPIES OF THIS FORM TO:</b>	Area Affected	Calendar Keeper	Facility

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