

Saint Albans City School
BUILDING USE APPLICATION
Two Week Notice Required

NAME OF EVENT			
DATE OF EVENT			
EVENT TIMES	Event Start:	Event Stop:	
ORGANIZATION NAME			
CONTACT NAME			
CONTACT CELL/EMAIL			
AREA REQUESTED			
SPECIFIC ROOM SETUP	Classroom or area being used must be set up and restored to original condition.		
IF CUSTODIAL ASSISTANCE IS REQUIRED 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	
BUILDING USE ACTIVITY BADGE	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			
DATE APPLICATION RECEIVED			
PRINCIPAL APPROVAL			
COPIES OF THIS FORM TO:	Area Affected	Calendar Keeper	Facility

ST. ALBANS CITY SCHOOL
29 BELLOWS ST.
ST. ALBANS, VT 05478
PH. 802-527-0565 ext. 1100
FAX 802-527-0153

ST. ALBANS CITY SCHOOL

BUILDING USE EXPECTATIONS

Building use is a privilege. ANY violation of the policies listed below will result in LOSS of privilege.

1. AT NO TIME WILL ANY DOOR BE PROPPED OPEN FOR ANY REASON. A responsible person will be placed at the door to let the members of your group into the facility. Once all are in, the doors will remain closed and locked.
2. The responsible Adult will have control of, and know the whereabouts of, their group at all times. There will be no wandering of the halls or roaming the building. You need to remain in your assigned area.
3. The presence of at least one Custodian will be required for any afterschool or weekend activity. A \$30 per hour custodial fee will be charged for non-school related activities.
4. A reasonable cleanup of the area must be performed by the group prior to departing, picking up any trash, coffee cups, water bottles and the like. Also be sure to check for any clothing or personal items.
5. The responsible Adult will NOT leave until all members of their group have left the property; making sure any exit used by the group is closed, locked and latched.
6. If you encounter a problem or are in need of assistance during your event, please speak with the attending custodian(s) or call Frank Pelkey 802-782-5550, Richard Barrett 802-370-1831 or Robin Boudreau 802-881-8470.

I _____ agree to the above terms for Building Use on _____

for the purpose of _____.

Signed: _____ Date: _____