

**APPLICATION FOR USE OF FACILITIES
CANTERBURY SCHOOL SYSTEM**

1. Please submit 2 weeks prior to first use of facility
2. Please have approved application with you each time you use the facility.
3. If group has general liability insurance, please provide a certificate of insurance naming Canterbury Board of Education as additional insured for bodily injury and property damage.
4. The duty authorized person must be present at all times while facility is being used.
5. If school is closed, the facility may not be used. (holidays and vacations)

K-4 age appropriate only
Canterbury Elementary school

5-8:
Dr. Helen Baldwin Middle School

Name of organization or group:

Date(s) desired:

Time: From: To: **Building closes at 9:30 PM**

Type of Activity:

Facilities Needed:

Gymnasium Cafeteria Kitchen Playground Library other:

Equipment Needed:

Number of people expected:

I am aware that:

1. Facilities will not be available when school is in session.
2. Special services of custodians are not provided unless arranged at time of request.
3. School activities have preference if conflict exists.
4. **Out of town groups are not eligible**

I am familiar with board of education policies and accept the terms and requirements as stipulated.

Name of duly authorized person who will remain on site the entire time during use of facility

Name: Cell Phone:

Address: Phone Number:

City/Town: State: Zip code: Date:

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Official use only

Reviewed by Facilities Department Business Office Building Principal

Application is approved:

Application is not approved: Reason:

Building Principal:

Date: