

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

1. **Please submit 2 weeks before the first use of the facility.**
2. Please have an approved application with you each time you use the facility.
3. If the 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 always be present while the 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

Grades 5-8_____
Dr. Helen Baldwin Middle School

Name of organization or group: _____

Date(s) desired: _____

Time: From _____ **To** _____

Type of Activity: _____

Facilities Needed:

☐ Gymnasium ☐ Cafeteria ☐ Kitchen ☐ Classroom ☐ Playground ☐ Library ☐ Other
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 the time of request.
3. School activities have preference if a conflict exists.
4. **OUT OF TOWN GROUPS ARE NOT ELIGIBLE.**

I am familiar with Board of Education Policies and accept the terms and requirements stipulated.

Name of duly authorized person who will remain on site the entire

Name: _____ Cell phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Date: _____

*****Official use only*****

Reviewed by: ☐ **Superintendent** ☐ **Building Principal** ☐ **Facilities Dept** ☐ **Business Office**

☐ Application is Approved

☐ Not Approved: Reason: _____

Superintendent: _____ Date: _____

Building Principal: _____ Date: _____

Director of Facilities: _____ Date: _____