

**BUILDING USE & RENTAL APPLICATION FORM
FOR SCHOOLS OF MSAD 68**

Name of applicant _____

Address of applicant _____ Tel# _____

School requested _____ Date(s) requested _____

Building section requested _____

Hours requested _____ Type of activity _____

Admission charged _____ Anticipated size of crowd _____ # of rehearsals and times _____

Needed below: Signatures, addresses, and telephone numbers of two or three sponsors who agree to be responsible for any violation caused by non-compliance with the rules and regulations of the MSAD #68 Board of Directors.

NAMES	ADDRESSES	TEL. #
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please be certain that all responsible parties have read Building Use and Rental Policy and Rules and Regulations.

If the application is granted, the applicant is responsible for the payment of any rental and associated use charges, for the preservation of order and liability for any damage to the building and equipment or loss of property that may result, and for due observance of regulations of the Board. The applicant accepts full responsibility for any injuries that may occur to individuals associated with the activity or function for which the building is being used/rented.

APPLICANT PLEASE NOTE:

- ⇒ Rental fee to be billed after requested date of building use, if checked off below.
- ⇒ Custodial and/or food service worker fee to be billed after requested date of building use, if checked off below.
- ⇒ A Certificate of Insurance naming MSAD 68 as "Additional Insured" will be presented or liability insurance through the District will be purchased at user expense at the time of rental application.

Applicant's signature _____ **Date** _____

BUILDING USE ONLY:	
Rental fee to be charged?	_____ Yes _____ No
Custodian to be hired?	_____ Yes _____ No
Food Service to be hired?	_____ Yes _____ No
Authorized by: _____, Principal _____ (date)	

CENTRAL OFFICE USE ONLY:
Application approved for _____ hours on _____
Certificate of Insurance received or liability insurance purchased: _____ (date)
Application rejected. Reason _____
Signed, _____ Superintendent of Schools, MSAD 68