

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

| | | | | |
|-----------------------------------|--|----------------------------------|--------------------------|----------------------------------|
| Name of applicant | | | | |
| Address of applicant | | | Telephone # | |
| 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: Names, 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 RSU 68.

| Names | Addresses | Telephone # |
|-------|-----------|-------------|
| | | |
| | | |
| | | |

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 RSU 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, RSU 68 |