

# Application for Use of School Building

## Hampton Elementary School

School Sponsored Activity

Non-School Sponsored Activity

### I. GENERAL INFORMATION

Purpose of Use: \_\_\_\_\_  
 HES Rooms Required: \_\_\_\_\_

<b>Date(s) of Use:</b>	<b>Open Building:</b>	<b>Event Starts:</b>	<b>Event Ends:</b>	
_____	_____	_____	_____	(all Participants will leave the building)
_____	_____	_____	_____	
_____	_____	_____	_____	

Applicant Mailing Address	Supervisor in Charge and in Attendance at Event
Name _____	<input type="checkbox"/> check here if same as Applicants
Address _____	
Home/Cell Number _____	Name _____
Business Number _____	Address _____
E-Mail Address _____	Home/Cell Number _____
Proof of Liability Insurance <input type="checkbox"/> attached	Business Number _____
<input type="checkbox"/> on file	E-Mail Address _____

Approximate number of people to be present: **Adults** \_\_\_\_\_ **Students** \_\_\_\_\_

Will the event be open to the public: (circle) **Yes** **No**

Will Admission be charged: (circle) **Yes** **No**      If yes, proceeds will be used for: \_\_\_\_\_

Will there be Food/Beverages: (circle) **Yes** **No**      If yes, Type: \_\_\_\_\_

**Note: Food/Beverages are only allowed in designated areas as determined by the school's principal.**

**SMOKING, THE USE OF ALCOHOLIC BEVERAGES AND THE USE/POSSESSION OF FIREARMS IS PROHIBITED ON SCHOOL PREMISES.**

### II. EQUIPMENT TO BE SET UP

# of Chairs: \_\_\_\_\_ # of Tables: \_\_\_\_\_ Podiums: \_\_\_\_\_

Other Equipment (specify): \_\_\_\_\_

**III. POLICE REQUIRED:** (circle) **Yes** **No**      **Fire Official Required:** (circle) **Yes** **No**

### IV. BUILDING ACCESS INFORMATION (if applicable)

Key # Provided: _____	Security Code # Provided: _____
Date Received: _____	Signature (Receiver): _____
Date Returned: _____	Signature (Receiver): _____

**V. DATE OF APPLICATION:** \_\_\_\_\_ **Signature of Applicant:** \_\_\_\_\_

(Representative signing above agrees to the rules and regulations for use of school buildings as printed on the following pages)

**VI. DATE OF APPROVAL BY PRINCIPAL** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_