

**REQUEST FOR USE OF BRUNSWICK SCHOOL FACILITIES
AND EQUIPMENT**

(Please submit in quadruplicate.)

DATE: _____

TO: Superintendent of Schools or Building Principal

FROM: _____ PHONE NUMBER _____
(Person Assuming Responsibility)

ADDRESS: _____

REPRESENTING: _____
(Organization, Club, etc.)

I request the use of _____
(Building, Room(s) or Equipment--Be Specific)

FOR: (Describe Activities in Detail) _____

Will admission be charged? _____

LIST DATE(S) and TIME: _____

I understand that any equipment will be returned in the same condition as when it was loaned, and further understand that I or the organization that I am representing will be billed for rent or custodial/food service worker services, if charges are applicable as established by the School Board. I also understand that I or the organization I represent am bound by the rules governing the use of school facilities.

(Signature)

(DO NOT WRITE BELOW THIS LINE)

APPROVED
DENIED

CUSTODIAL FEE TO BE CHARGED

(Building Principal) (Date)

Reviewed by Director of Buildings and Grounds: _____
(Date)

APPROVED
DENIED

CUSTODIAL FEE TO BE CHARGED
RENT TO BE CHARGED
FOOD SERVICE WORKER FEE TO BE CHARGED

(Superintendent of Schools) (Date)

School Board Action _____
(Date)