

# APPLICATION FOR USE OF SCHOOL PROPERTY



The Public Schools of  
Springfield, Massachusetts

Springfield Public Schools  
Facilities Management  
233 Allen Street  
Springfield, Massachusetts  
01108

## APPLICATIONS MUST BE SUBMITTED AT LEAST 14 DAYS PRIOR TO ANTICIPATED USE

NAME OF ORGANIZATION \_\_\_\_\_

SCHOOL OR GROUNDS TO BE USED \_\_\_\_\_

FOR USE OF FACILITY \_\_\_\_\_  
(Auditorium, gymnasium, classroom, etc.)

PURPOSE OF USE \_\_\_\_\_

EXPECTED ATTENDANCE \_\_\_\_\_

DATES REQUESTED:	DAY OF WEEK	MONTH AND DAY	HOURS	
			FROM	TO
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SCHOOL EQUIPMENT LOOKING TO USE \_\_\_\_\_

EQUIPMENT OR APPARATUS TO BE BROUGHT INTO BUILDING \_\_\_\_\_

ADMISSION CHARGES \_\_\_\_\_ DISPOSAL OF PROCEEDS \_\_\_\_\_

The signing of this application shall constitute an agreement to abide by all rules and regulations governing the use of school buildings and to accept full responsibility for any damage to or loss of school property.

The applicant is responsible for all charges covering the use of police officers, security, firemen, stage managers or electricians as requested by the Springfield Public Schools.

DATE OF APPLICATION \_\_\_\_\_ NAME OF APPLICANT \_\_\_\_\_  
(PLEASE PRINT)

ADDRESS \_\_\_\_\_ TITLE \_\_\_\_\_  
\_\_\_\_\_  
TELEPHONE NUMBER \_\_\_\_\_

SIGNATURE \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

### (FOR SCHOOL USE ONLY)

DATE REC \_\_\_\_\_ APPROVED \_\_\_\_\_ NOT APPROVED \_\_\_\_\_ DATE ACTED UPON \_\_\_\_\_ PERMIT NUMBER \_\_\_\_\_

REASON NOT APPROVED \_\_\_\_\_

RENTAL COSTS: CUSTODIAL COVERAGE \_\_\_\_\_ CUSTODIAL CLEAN UP \_\_\_\_\_

POLICE \_\_\_\_\_ SECURITY \_\_\_\_\_ OTHER \_\_\_\_\_

COMMENTS \_\_\_\_\_