

**APPLICATION FOR USE OF SCHOOL BUILDINGS OR GROUNDS**

Today's date \_\_\_\_\_ Date Requested \_\_\_\_\_  
 Hours Requested \_\_\_\_\_  
 Name of School or grounds to be used \_\_\_\_\_  
 Area of building to be used (cafeteria, auditorium, etc.) \_\_\_\_\_  
 Name of organization \_\_\_\_\_ Profit or Non-profit (circle one)  
 Purpose of event \_\_\_\_\_  
 Number of people expected to attend \_\_\_\_\_ Admission fee to be charged \_\_\_\_\_  
 Equipment needed \_\_\_\_\_  
 Will food be served/sold \_\_\_ Yes \_\_\_ No If yes, what type of food \_\_\_\_\_  
 Name of person making application \_\_\_\_\_ Phone # \_\_\_\_\_  
 Address of applicant \_\_\_\_\_  
 Name of person responsible for payment of charges \_\_\_\_\_

I hereby release the Agawam School Committee, and its employees and agents, of and from any liability for personal injury or property damage in connection with the above use of school building/grounds.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
(for school use only)  
Approved \_\_\_ Not Approved \_\_\_ Date acted upon \_\_\_\_\_

Comments: \_\_\_\_\_

Reason not approved \_\_\_\_\_

Comments: \_\_\_\_\_

Signature of Deputy Superintendent \_\_\_\_\_

Comments: \_\_\_\_\_

School Committee approval needed? \_\_\_ Yes \_\_\_ No

Building Department approval needed? \_\_\_ Yes \_\_\_ No

Board of Health approval needed? \_\_\_ Yes \_\_\_ No

Building / Area rental fee \_\_\_\_\_

Personnel needed \_\_\_\_\_ Estimated Personnel Cost \_\_\_\_\_

Comments \_\_\_\_\_

Signature of Chief of Police needed? \_\_\_ Yes \_\_\_ No \_\_\_\_\_

Chief of Police