

Rough Draft

APPLICATION FOR USE OF SCHOOL BUILDING

Date: _____

Bldg. or Room Desired: _____

Date Desired: _____

Nature of Event: _____

Sponsoring Organization: _____

Opening and closing hours of the event: _____

Advance preparation required, day or hour the keys will be required for admittance to building, etc. _____

To the School Principal:

I agree to observe all rules and conditions stipulated and to be responsible for the building and properties contained therein, and to leave the premises in good condition.

Approved; _____ Signed: _____
Teacher/Advisor

Approved: _____ Address: _____
Principal

Date: _____

REGULATIONS

The person or persons signing will be responsible for the school building and its safe keeping. All entrances to the building will be under his supervision. The keys must be returned to the school office immediately after the event is concluded. ¶ Fire enforcement regulations must be observed. No inflammable decorations are permitted on or near any electric light fixture *or other source of heat.*

No altering of electric light shades, switches, outlets, conduit boxes, etc., and no extension cords or temporary fixtures will be permitted unless there is specific permission granted in writing by the school principal and the chief electrician.