

**GROTON CENTRAL SCHOOL**  
**ATHLETIC BUILDING USE REQUEST**  
**~ SCHOOL GROUPS ONLY ~**

**THIS REQUEST MUST BE SUBMITTED AT LEAST TWO WEEKS PRIOR TO THE SCHEDULED EVENT**

1. Name of Organization: \_\_\_\_\_ Date Request Submitted: \_\_\_\_\_

2. Name of Person in Charge: \_\_\_\_\_

Phones: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Work) \_\_\_\_\_

Email Address: \_\_\_\_\_

3. Date(s) of Event (*specific calendar dates, i.e., Mondays, March 1, 8, 15, 22, 29, 2013 - not every other Tuesday, first Mondays October-March, etc.*): \_\_\_\_\_  
 \_\_\_\_\_

4. Type of Event: \_\_\_\_\_

5. Facility requested: \_\_\_\_\_

- |                        |                                 |                                 |
|------------------------|---------------------------------|---------------------------------|
| 1. Varsity/JV Softball | 7. Modified Baseball            | 13. MS Gym                      |
| 2. Modified Softball   | 8. Boys Varsity Soccer          | 14. Track/Practice Field        |
| 3. Modified Soccer     | 9. Varsity Girls Soccer         | 15. Wrestling Room              |
| 4. T-Ball Field        | 10. Football Field (Ross Field) | 16. Weight Room                 |
| 5. T-Ball Field        | 11. Varsity Baseball            | 17. Elementary Gym              |
| 6. T-Ball Field        | 12. HS Gym                      | 18. Elementary Aux. Gym (Small) |

6. Actual starting & ending times of event: \_\_\_\_\_ to \_\_\_\_\_

7. Time facility is needed - set up/tear down time: \_\_\_\_\_

8. Will the event be open to the public? \_\_\_\_\_ 9. Admission will/will not be charged? \_\_\_\_\_

10. Custodial Services Needed (yes/no): Set up \_\_\_\_\_ Clean up \_\_\_\_\_

- ***Custodial services are required for activities when regular school custodians are not scheduled (holidays, after 11:00 p.m. on school days, and Saturdays). The per hour custodial charge is \$30.00.***

11. Notes:

- For athletic facilities, Building Use Form needs only the Athletic Director's signature.
- In the event of an emergency closing, early dismissal, or cancellation of after-school activities, buildings are closed and no activities will take place.
- If you cancel an approved event, please notify the appropriate office as soon as possible.

Not Approved

Approved

\_\_\_\_\_ Date: \_\_\_\_\_  
 Athletic Director's Signature

Administrator's office keeps original request and sends copies of (dis)approved request to:

1. Applicant 2. Lisa Warmbrodt 3. Randy Sovocool 4. Joe Hurd 5. Building Administrator 6. Athletic Director  
*(Jr./Sr. HS requests only)*