

**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. Modified Softball/T-Ball | 5. Ross Football | 10. Track/Practice Field |
| 2. Modified Soccer/Previous
Boys Varsity Field | 6. Ross Soccer | 11. Wrestling Room |
| 3. Modified Baseball | 7. Ross Softball | 12. Weight Room |
| 4. Varsity Baseball | 8. HS Gym | 13. Elementary Gym |
| | 9. MS Gym | 14. 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.

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 Not Approved

Approved

Athletic Director's Signature

Date: _____

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

1. Applicant 2. Lisa Warmbrodt 3. Nick Darling 4. Night Custodian 5. Building Administrator 6. Athletic Director
(Jr./Sr. HS requests only)