

GROTON CENTRAL SCHOOL
NON-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:

Elementary School

- Cafeteria _____
 Library _____
 Staff Lounge _____

Other: _____

Jr.-Sr. High School

- Cafeteria _____
 Library _____
 Conference Room _____
 Auditorium _____

Other: _____

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. Services Needed:

- Custodial: ___ 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.**
- **For Kitchen/Dining Room use, please use additional form - Cafeteria Facilities Use Request Form**
- **For Auditorium use, please use additional form – Stage Crew/Equipment Request Form**

11. Notes:

- 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: _____

Administrator's Signature

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)

7. Food Service or Stage Crew if applicable