

TWINDLY BRIDGE FACILITY USE APPLICATION

Application Date _____ Name of Event _____

Name of Person Representing Group or Organization _____

Purpose of Use _____

Cell Phone _____ Email _____ Dates Desired _____

Time: From _____ to _____ Classroom(s) Number requested _____

Room E Room B Room C Portable (Science) Room A

Gym Tech Lab PC Portable (Robotics) Tech Lab Mac Kitchen

List any school equipment desired for use: _____

Will food or beverage be served or sold at this activity? _____ Yes _____ No

If yes, will kitchen equipment be needed and if so, what equipment?

It is the organization's responsibility to notify the school principal of cancellations or changes to the above request no later than 24 hours prior to the event. Call or text at 907-223-0119

I have read this agreement and rules for facility usage and agree to be financially responsible for any damage to school property that may occur during the time of this agreement. In submitting this application, the organization I represent, agrees to abide by the rules and regulations (Page 2 of 2) as issued for the care of school facilities, to accept full responsibility for damage done to school property by those in attendance at the activity and to make prompt payment upon receipt of invoice.

_____ Signature of person authorized to sign this application

For Administrative Use Only

Application APPROVED DENIED

Principal's Signature

Facility Charge: _____ Custodial Charge: _____ Other Charges: _____

Other Requirements/Comments: _____



RULES FOR USE OF SCHOOL FACILITIES

1. The School and its organizations shall have first claim to the use of the buildings and grounds at all times. Application for the use of such facilities is dependent upon availability.
2. The use of the building/grounds must be confined to that portion and use requested.
3. Unless permission is specifically granted to use the building/grounds until a later time, the facility must be vacated by 8:00 PM. Any time beyond 8:00 PM will incur additional custodial and and/or staff charges.
4. Agreements to use school facilities will be issued for specific rooms or areas. It shall be the responsibility of the organization to see that the remainder of the building is not entered or disturbed. The organization must provide competent adult supervision and/or security for all activities, for all in attendance, at all times. Persons signing the agreement for use of the facility shall be responsible for all persons entering the complex regardless of whether or not those entering are members of the group which has been granted permission to use the facility.
5. Disorderly conduct, use of illegal drugs, tobacco products and alcoholic beverages shall be prohibited in all school buildings and on all school property. Consumption of food and beverages shall not be permitted except in the areas designated by the principal.
6. List equipment and other items required on the front side of this application. Moving and adjusting scenery, securing lighting effects, operating public address system, using kitchen equipment, operating other district owned equipment may require the direction of an employee of Twindly Bridge. The group using the building will/may reimburse the district for the cost of the employee.
7. After the function is completed, all property such as tables, chairs, etc. must be restored to the same setting they occupied before the function.

I have read and agree to the above facility use rules.